

## STUDENT ID BADGES

**Requests for ID badges must be submitted to HR a minimum of two (2) weeks or more before** the start of the student's rotation. Student roster(s) and student photos must be loaded into **Rotation Manager**. The remaining onboarding requirements may follow however they must be completed in advance of the rotation start date and all students must be cleared by HR before ID badges are released.

The following are the student ID badge requirements:

- The file format for each photo must be a **JPG**. Photos cannot be embedded within MS Word, MS Excel or email. We must import the JPG files into our ID badge program.
- The photo of the student may be a headshot from the shoulders up (no selfies) or photo used for school ID or a photo taken of the student ID badge.
- Photos must be named with the students first and last name.
- Review and notify all students of the Cape Fear Valley ID badge policy (see page 2)



- Upload the [Clinical Student/Intern Roster](#) into the [Rotation Manager](#) website. Once logged in, click on **My Rotations** > click on the "FILES" button for the rotation that the roster needs to be uploaded to > click on "Upload" and attach the completed [roster](#). Notify Cape Fear Valley [HR-ClinicalStudents@capefearvalley.com](mailto:HR-ClinicalStudents@capefearvalley.com) of the rotation number(s) and that the roster has been uploaded.
- Each student must have completed the three (3) online modules, “**Abbreviated Hospital Orientation**”, “**Corporate Compliance**” and “**COVID-19 Student Training**” and provide proof of completion to their instructor prior to ID badges being issued. See [Online Module Requirements](#) for instructions.
- At the end of each clinical rotation the student badges must be returned to the instructor. Instructors must turn in all student badges to Human Resources.
- Lost or stolen ID badge - \$20.00 fee for each lost or stolen badge. Fee is paid at the Cashier's office, Main Campus of Cape Fear Valley. The receipt of payment is then taken to Human Resources for a replacement ID badge.

**\*Note:** Current Cape Fear Valley employees are **not** required to complete any onboarding requirements. They must be identified on the student roster as a current CFV employee.

Policy, “**Professional Appearance of Employees -703**” - all students are held to the same standards as Cape Fear Valley employees. The following are the guidelines for all student pictures.

**Cape Fear Valley requirements for Student ID Badge Pictures:**

- Plain background, no dark colored background
- Picture must be from the shoulders and up, no selfies.
- NO bare shoulders, so no tank tops, spaghetti straps, halter tops.
- No hats, sunglasses, scarves, headbands, bonnet or hats unless for religious purposes.
- NO more than 2 earrings in each ear. Earrings should be small in size.
- NO rings/ornaments are to be worn in the nose, eyebrows, tongue or other visible areas of the body.
- Hair - is to be clean, neatly styled and of a length so as not to interfere with the normal workday activities. Extreme trends such as shaved designs, Mohawks, and long spiked hair, etc., are not acceptable. Hair cannot be of “rainbow” or “neon” colors (examples: blue, pink, green, purple, etc.). Excessive ornaments are not allowed. Male employees are to be clean-shaven or with neatly trimmed beards or mustaches. Facial hair that interferes with the wearing of a protective mask is not permitted.
- May be a photo used for school student ID or a photo taken of the student ID badge as long as it meets the above requirements.
- Photos must be named with the students first and last name.