Verification of Work Hours form

As part of the application process, all applicants are required to verify at least 1800 hours as an RN or APRN within the past two years. *AGACNP applicants must have completed at least 1800 hours in an acute care setting (ICU, Med-Surg or Emergency Department).

Applicant instructions: Complete the applicant information below and forward this your current/former Supervisor or HR Contact to validate your required work hours. After the form is completed by your supervisor/HR contact, please send a PDF of the form to scnursing@sc.edu.

**Applicant information:**

Name: ____________________________ Date of Birth (MM/DD/YY): ______________

Former/Maiden name (if applicable): __________________________________________

Employer ____________________________________________________________________

Check one: □ currently employed, start date ________________

□ previously employed, start date ________________  end date ________________

Supervisor/HR Contact: Please complete the information below and return this form to the (former) employee.

Did the indicated employee complete at least 1800 hours of work as an RN within the past 2 years:

□ Yes  □ No  If No, please indicate how many hours were completed: ________________

Were these completed in an acute care setting (ICU, Med-Surg or ED) □ Yes  □ No

Date(s) completed: ___________________________________________ ____________________

Supervisor/HR Contact Name: ____________________________________________________

Supervisor/HR Contact Email Address: ____________________________________________

Supervisor/HR Contact Phone Number: ________________________

I attest that the above named individual worked at least the number of work hours indicated above.

Please initial or provide an electronic signature: ________________________________

Applicant: Please upload this form with your application or email the form to gradapp@mailbox.sc.edu.

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