

## **Student Identification Process**

The student proctoring process includes positive verification of a student's identity before a badge will be issued.

In order to comply with this requirement, the following process will be followed:

- 1) At the time the initial paperwork is completed by the student, a request for a color photograph be provided by the student.
- 2) Between the time the paperwork is submitted to the Medical Staff Office and before the student is issued a student ID badge, the student will submit to the identification verification process.
- 3) The verification of a student's identity can be facilitated by one of the following departments, however it must be done onsite:
  - a. The Medical Staff Office \*preferred
  - b. Human Resources
  - c. Administration \*This includes nursing supervisors, medical directors, etc. for after hours verification.
  - d. Security Office
- 4) The acceptable identification verification is one of the following forms of government issued photo identification:
  - a. A current picture hospital ID card.
  - b. A valid picture ID issued by a state or federal agency (e.g. driver's license, military ID or passport)
- 5) The IHC employee who verifies the practitioner's identification must complete the attached Practitioner Identification Verification form and attach a copy of the identification card.

# **STUDENT IDENTIFICATION VERIFICATION FORM**

Student Name: \_\_\_\_\_ Year of education \_\_\_\_\_

Name of University attending: \_\_\_\_\_

Name of person verifying the practitioner's identity: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Type of identification:  Driver's License  Passport  Military Identification

Date of verification: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of person obtaining the verification: \_\_\_\_\_

*Attached copy of verification here if the student does not wish to have their ID photo copied. Note the type of ID checked, the license number listed on the ID and any other identifying numbers on the document.*