

Academic Associate Application Checklist

Note: When submitting forms online, please submit them as PDF files only. If you are submitting them to 403 Lerner, please paper clip them together with a cover page stating your name, semester applying, and new/returner status.

New Applicants: Form	Location to submit the form	Completed
Basic Information – New Applicant	Online	
Volunteer Handbook Exam	Online	
Form Confirming Academic Standing	Online or 403 Lerner	
PPD / Health Clearance Form	Online or 403 Lerner	
Human Subjects Research Certification (CITI)	Online or 403 Lerner	
Hand signed EmSTAT Confidentiality Agreement and HIPAA Agreement	Online or 403 Lerner	
Shift Selection Form	Online	
Copy of Social Security Card	Online or 403 Lerner	
Copy of Driver's License or Columbia ID	Online or 403 Lerner	

Returning Applicants Form	Location to Submit the Form	Completed
Basic Information – Returning Applicant	Online	
Hand Signed EmSTAT agreement	Online or 403 Lerner	
Shift Selection Form	Online	
Updated CITI Certificate – Please renew your CITI certification if necessary. If not necessary, please re-submit your certification.	Online or 403 Lerner	
PPD – If you have not completed a PPD exam in a year, please complete a PPD exam.	Online or 403 Lerner	