

Student Badge Process

AdventHealth East Florida Division

1 School will provide the campus Education Department a list of student information at least **3 weeks** prior to the scheduled rotation. Information required includes:

- AdventHealth Student-Faculty Request Form
- Student's Initial Attestation Form

School is **responsible** in verifying with each student that all information is **accurate** prior to sending the list. **Incorrect badges will need to be replaced and paid by the school.**

2 School will provide campus Education Department student photos at least **2 weeks** prior to the scheduled rotation that meet the following requirements:

- Use a smooth, solid bright white background (wall, projector screen, etc.)
- Shoulders and face must squarely face the camera
- Photo must be taken with flash
- Avoid lighting that casts a shadow around eyes or side of face
- Photo must be cropped to displace from the top of the shoulders and up
- Have neutral facial expression or a natural smile, with both eyes open
- No hats or ear buds allowed. Hijab and turbans are allowed
- Business casual or scrubs are preferred attire options
- Keep jewelry to a minimum, no facial piercings, no facial tattoos
- The photo must be rectangular (1500 x 1100 pixels at 300 dpi resolution)**
- The photo must be taken horizontally
- The photo must be in color
- The format of the photo must be in JPEG.



3 Once badges have been printed, the Education Department will arrange a pickup date, time and location for students with an instructor. For individual students, they will go to the local HR department to pick up the badge.

* Note nursing instructors receive badges at the facility HR office.