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Create Your Entity Profile

What is an entity profile?

Your entity profile will provide information and announcements to anyone that navigates to the webpage, including school administrators, students, and faculty members.

ACEMAPP can create this page to get you started, then you will be able to make updates as needed.

Entity profile content

Your entity profile will serve as a valuable resource for those looking for information about your organization. We recommend including a tab on the following topics:

- **Welcome** – For information about your organization, mission statement, vision statement, etc.
- **Requesting rotations** – To provide important details to schools, students, and faculty about your organization's process. Is there a rotation submission schedule or information you would like schools to know when they submit rotation requests? These details may differ based on the program type.
- **School partner FAQ** – Create a list or allow the ACEMAPP team to help list frequently asked questions and answers from educational partners.
- **Student/faculty resources** - A place for user guides, exemption forms, providing additional information regarding policies, employee management process, and more.
- **Parking and badging** - A place for a photos, maps, parking, and badging information.
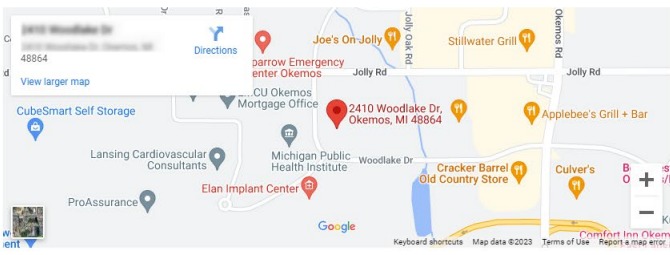
Entity profile example

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Getting started

We are here to help get your entity profile started! We will need the following information to create your entity profile:

- Your organization's logo
- Mission statement
- Vision statement
- Information about number of hospitals, outpatient facilities, team members, physicians, etc.
- Brief summary of clinical experiences: ACEMAPP will provide this
- Do you have a submission schedule for placements? For example, if schools must submit rotation requests prior to a certain date in order to be considered for a placement
- Is there any specific information you want your partner schools to know about submitting rotation placements? Or any common questions/emails that you get from your schools that we can post on this page to help with with questions?
- Any documents (that will not be part of their compliance) that you would like students/schools to have access to
- Parking/badging information for students – A quick summary of what to expect for badging (for example: students will receive badges on the first day, students need to get badges prior to first day, etc.)

Note: Image files must be in PDF, JPEG, or PNG format and less than 20 MB in size. Videos must be in MP4 format and between 360 and 1080P in size.

Next steps

1. Complete the entity profile checklist on **page 3**
   - Open the document and click "download" in the upper right corner
   - Open the document from your downloads folder
   - Complete the entity profile checklist
   - Click the download button again and select "with your changes"
2. Email the document back to our team including your organization's logo and any additional documents you would like on the entity profile
3. After our team creates your entity profile, you are able to update it as needed

Questions?

Contact our team
Local: (517) 347-8093
Toll Free: (844) 223-4292
support@acemapp.org
Contact Us

Help desk guides
Recommended guides:
Entity Profile
Markdown

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