NURSE CORPS
Caring for communities in need

BUREAU OF HEALTH WORKFORCE

NURSE Corps Loan Repayment Program

Fiscal Year 2016 Application and Program Guidance

January 2016

Please read the entire document prior to applying for the NURSE Corps Loan Repayment Program

Application Submission Deadline: February 25, 2016, 7:30 pm EST

Authority: Section 846 of the Public Health Service Act (42 United States Code 297n), as amended. Future changes in the governing statute, implementing regulations and Program Guidances may also be applicable to your participation in the NURSE Corps Loan Repayment Program.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH RESOURCES AND SERVICES ADMINISTRATION

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Privacy Act Notification Statement

General
This information is provided pursuant to the Privacy Act of 1974 (Public Law 93-579), as amended, for individuals supplying information for inclusion in a system of records.

Statutory Authority
Section 846 of the Public Health Service Act (42 United States Code 297n), as amended.

Purposes and Uses
The purpose of the NURSE Corps Loan Repayment Program (NURSE Corps LRP) is to assist in the recruitment and retention of professional Registered Nurses (RNs), including advanced practice RNs, who are dedicated to working in eligible health care facilities with a critical shortage of nurses or eligible schools of nursing. The goal of the NURSE Corps LRP is to decrease the economic barriers associated with pursuing careers at Critical Shortage Facilities (CSFs) or in academic nursing. The information applicants provide will be used to evaluate their eligibility to participate in the NURSE Corps LRP. Additional information from other sources will also be considered (e.g. credit bureau reports, National Practitioner Data Bank).

An individual's NURSE Corps LRP Contract, application, supporting documents, correspondence and related data are maintained in a system of records to be used within the U.S. Department of Health and Human Services (HHS) to monitor NURSE Corps LRP activities. The information may also be disclosed outside the Department, as permitted by the Privacy Act and Freedom of Information Act, to the Congress, the National Archives, the Government Accountability Office, and pursuant to court order and various routine uses (see http://www.hrsa.gov/about/privacyact/09150037.html).

Effects of Nondisclosure
Disclosure of the information sought is voluntary. However, if all questions are not answered or all required supporting documentation is not submitted, the application will be considered incomplete and the applicant will not be considered for a NURSE Corps award.

Paperwork Reduction Act Public Burden Statement

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current OMB control number. The current OMB control number for information collected through this application process is 0915-0140 and expires on 04/30/2017. Public reporting burden for this collection is estimated to average 2.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Office, 5600 Fishers Lane, Room 10C-03, Rockville, Maryland 20857.

Discrimination Prohibited

In accordance with applicable Federal laws and U.S. Department of Health and Human Services policy, the Department does not discriminate on the basis of any non-merit factor, including race, color, national origin, religion, sex, sexual orientation, gender identity, disability (physical or mental), age, status as a parent, or genetic information.

PROGRAM OVERVIEW

Introduction

While the impact differs across geographic regions, the United States continues to experience a professional nursing shortage. Many factors will continue to affect the demand and supply of the nurse workforce, including population growth and the aging of the population, overall economic conditions, aging of the nursing workforce, demand for health services broadly and within specific health care settings, and health care reimbursement. Further compounding this problem, U.S. schools of nursing cannot adequately expand enrollment levels due to a shortage of nurse faculty (NF). As NF near retirement, the shortage of NF will become more pronounced. NURSE Corps LRP assists in addressing these issues.

NURSE Corps LRP is administered by the Bureau of Health Workforce (BHW) in the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS). The NURSE Corps LRP offers registered nurses (RNs) substantial financial assistance to repay a portion of their qualifying educational loans in exchange for full-time service either at a CSF or an eligible school of nursing in the case of NF (See definitions below).

Critical Shortage Facility – A public or private nonprofit health care facility located in, designated as, or serving a Health Professional Shortage Area (HPSA) with shortages of primary medical care or mental health professionals.

Eligible School of Nursing – An accredited, public or private nonprofit, collegiate, associate degree or diploma school of nursing in a State where graduates are authorized to sit for the National Council Licensure Examination-RN (NCLEX-RN); or licensed RNs who will receive a graduate or equivalent degree or training to become an advanced education nurse. The educational programs in the school of nursing must be accredited by a national nursing accrediting agency or a State agency recognized by the Secretary of the U.S. Department of Education. See section 801 of the Public Health Service Act for a full and complete definition of all applicable terms.

Up to fifty percent of NURSE Corps LRP funds will be made available for nurse practitioners (NPs), and up to twenty percent will be made available for NF. The purpose of these allotments is to address the key issues identified above, pertaining to the expanding need for health care and the nursing pipeline. Individuals who are uncertain that they will be able to fulfill a two-year service commitment under the NURSE Corps LRP are advised not to apply.

The *Application and Program Guidance* (APG) describes two different contract service options:

(1) A contract for NURSE Corps LRP participants serving as an RN or advanced practice RN, such as an NP, at a CSF.

(2) A contract for NURSE Corps LRP participants serving as NF at an eligible school of nursing.

Please read the APG carefully and identify **one** contract service option of interest and follow the specific instructions for that option. Applicants should be certain of their contract selection as they will not be able to apply to switch to the other service option at any time. Participants must continue to provide service in the same capacity as agreed upon in the initial two-year contract, and the optional Continuation Contract, should they receive a NURSE Corps LRP award. If awarded, the NURSE Corps LRP Contract becomes effective on the date that the contract is countersigned by the Secretary or designee. An applicant may withdraw an application at any time prior to the Secretary signing the contract, to remain eligible to apply for the NURSE Corps LRP in the future.

Benefits of the NURSE Corps LRP

(1) **Service -** Participants will join thousands of RNs, NPs, and NF across the nation to meet the health care needs of underserved communities while ensuring a strong and sustainable nursing workforce for the future.

(2) **Loan Repayment -** NURSE Corps LRP will provide funds to participants to repay a portion of their outstanding qualifying educational loans.

a. **60 Percent of Total Qualifying Nursing Educational Loan Balance -** For an initial two-year service commitment, the NURSE Corps LRP will pay participants a total of 60 percent (30 percent for each year) of their total outstanding qualifying educational loan balance, as of the effective date of their initial two-year contract. All loans for a professional nursing education must coincide with the time period of the applicant's qualifying nursing education, and be incurred prior to the application submission deadline.

b. **Additional 25 Percent of Total Qualifying Nursing Educational Loan Balance -** For an optional, third year of service, the NURSE Corps LRP will pay participants an additional 25 percent of their original total qualifying educational loan balance, as of the effective date of their initial two-year contract. The additional payment is subject to the availability of funds. Participants cannot add new loans when applying for a Continuation Contract.

TAX NOTICE: NURSE Corps LRP payments are subject to Federal taxes. The NURSE Corps LRP will withhold Federal income tax and Federal Insurance Contributions Act (FICA) tax (Social Security and Medicare) from a participant's award. These taxes will be paid directly to the IRS on the participant's behalf. All NURSE Corps LRP payments and Federal taxes withheld will be reported to the participant and the IRS on a Form W-2, after the end of the tax year. Loan repayments may also be subject to State and local income taxes. Loan repayments paid to the participant after Federal tax withholding can only be used to repay qualifying educational loans.

Each January, participants will receive a W-2 Wage and Tax Statement for the taxable income received under the NURSE Corps LRP during the prior tax year. You may sign up to have your W-2 form posted in your Program Portal account. W-2 forms will be posted no later than January 30th of each year. If your W-2 Wage and Tax Statement is not available by that date, please submit an inquiry via the Program Portal. You may also choose to have your W-2 mailed to the address you provided in the Program Portal. It is critical that your name, mailing and email addresses, and banking information are kept up to date.

Under the Treasury Offset Program, the Treasury Department is authorized to offset the NURSE Corps LRP payments for application to delinquent Federal and State debts, as well as delinquent child support.

ELIGIBILITY REQUIREMENTS, AWARDS PROCESS and FUNDING PREFERENCES

Eligibility Requirements

To be eligible for loan repayment, all applicants must:

1. Be a U.S. citizen (either U.S. born or naturalized), U.S. National, or Lawful Permanent Resident *Please note that a State Driver's License, Nursing License, Social Security Card, and Residence Card are not proof of U.S citizenship, or status as a U.S. National or Lawful Permanent Resident.*
2. Have received a baccalaureate or associate degree in nursing (or an equivalent degree), a diploma in nursing, or graduate degree in nursing;
3. Be employed as a full-time RN, working at least 32 hours per week, at a public or private nonprofit CSF (see page 8); OR, be employed as a full-time NF member at a public or private, nonprofit, eligible school of nursing (see Definition for Eligible School of Nursing);
4. Have outstanding qualifying educational loans leading to a diploma or degree in nursing;
5. Have completed the nursing education program for which the loan balance applies; and,
6. Have a current, full, permanent, unencumbered, unrestricted license to practice as an RN in the State in which they intend to practice, or be authorized to practice in that State pursuant to the Nurse Licensure Compact. Applicants who intend to practice as Federal employees, or employees of a tribal health program (see Definitions) in a State in which the tribal health program provides services described in its contract/compact under the Indian Self-Determination and Education Assistance Act (ISDEAA), 25 U.S.C. 450 et seq. (e.g., IHS health center), only need to be licensed as an RN, in any State.

> Please refer to the Nurse Licensure Compact state listing at http://www.ncsbn.org/nurse-licensure-compact.htm. NURSE Corps LRP requires that NF participants have a current license to practice as an RN, even if it is not required by the school of nursing where the NF member is employed.

Applicants will be deemed ineligible if they:

1. Have any judgment liens arising from a Federal debt;
2. Have an existing service obligation (e.g., under the National Health Service Corps Loan Repayment or Scholarship Programs, the NURSE Corps Scholarship Program, the State Loan Repayment Program, the Bureau of Health Workforce Nurse Agree. Faculty Loan Program, the Faculty Loan Repayment Program, any State-sponsored loan repayment/forgiveness program, any employer-sponsored scholarship or recruitment/retention incentive programs, or Active Duty military obligation) that will not be satisfied by the application submission deadline;

   Exception - Individuals in a Reserve component of the Armed Forces, including the National Guard, are eligible to participate in the NURSE Corps LRP. Reservists should note the following:

   a. Military training or service performed by reservists will not satisfy the NURSE Corps LRP Contract. If a participant's combined military training and service, or other absences from the CSF or school of nursing, will exceed seven weeks (35

workdays) per service year, the participant should request a suspension of the service obligation. While the reservist is on an approved suspension, payments will be stopped, and will resume when the reservist returns to full-time service. The service obligation end date will be extended to compensate for the break in service.

b. If the approved CSF or school of nursing is unable to re-employ the reservist after deployment, the individual will be expected to complete the NURSE Corps LRP Contract at another approved CSF or eligible school of nursing. The reservist must contact the NURSE Corps LRP to request a transfer and receive approval, in accordance with the transfer policy (see page 18).

3. Have defaulted on any Federal payment obligations (e.g., Health Education Assistance Loans, Nursing Student Loans, Federal Housing Administration (FHA) Loans, Federal income tax liabilities, etc.) or non-Federal payment obligations (e.g., court-ordered child support payments, mortgage payments, etc.);
4. Have defaulted on a prior service obligation to the Federal, State, or local government, even if they subsequently satisfied that obligation through service, monetary payment or by other means;
5. Have defaulted on a service obligation under the HHS/HRSA/Bureau of Health Workforce Nurse Faculty Loan Program;
6. Had any Federal or non-Federal debt written off as uncollectible or had any Federal service or payment obligation waived;
7. Are currently excluded, debarred, suspended, or disqualified by a Federal Agency from participating in a covered transaction;
8. Work for nurse staffing agencies or travel nurse agencies;
9. Work on an "as needed" basis (this includes PRNs, Pool Nurses, or other RNs who are not scheduled in a **full-time capacity**, as defined by NURSE Corps LRP);
10. Have a temporary or inactive RN license;
11. Are a licensed practical or vocational nurse;
12. Are self-employed;
13. Have failed to apply all NURSE Corps LRP funds previously received towards the qualified educational loans; OR
14. Work at a for-profit health care facility or school of nursing.

A National Practitioner Data Bank (NPDB) report will be reviewed as part of the application review process if the employing CSF indicates on the Employment Verification (EV) any of the following:

- A NPDB report has never been obtained by the employing CSF for the applicant.
- It has been more than 18 months since a NPDB report was obtained by the employing CSF for the applicant, or
- The applicant's NPDB report on file with the employing CSF contains adverse information.

NURSE Corps may not select applicants to receive an award if adverse information appears on their NPDB report.

Qualifying Educational Loans

Qualifying educational loans obtained to pay for qualifying nursing education (i.e. completed RN or graduate nursing education resulting in a diploma, undergraduate, and/or graduate degree – see Definitions) are eligible for repayment.

1. **Qualifying Educational Loans** (see Definitions) include loans obtained for actual costs paid for:
   a. Tuition, fees, and other reasonable educational expenses (see Definitions) for qualifying nursing education (see Definitions); and
   b. Reasonable living expenses (see Definitions) incurred while enrolled in the qualifying nursing education program.

   Examples of qualifying educational loans are Nursing Student Loans that are not subject to cancellation, Stafford Loans, and Supplemental Loans for Students.
2. **Consolidated Loans** may also be eligible within the following guidelines:
   a. The consolidated/refinanced loan must be from a Government (Federal, State, or local) or private commercial lender and must include only qualifying educational loans of the applicant.
   b. If an applicant's qualifying educational loan is consolidated/refinanced with ineligible non-qualifying debt (such as loans obtained for non-nursing degrees) or loans of another individual <u>the entire consolidated/refinanced loan is ineligible.</u>
   c. The original loan dates for the loans that are consolidated or refinanced must coincide with the time period of the applicant's qualifying nursing education.
3. **Non-Qualifying Loans** include but are not limited to:
   a. Loans for which the applicant incurred a service obligation as a RN or NF, which will not be satisfied by the NURSE Corps LRP application deadline.
   b. Loans obtained for training in vocational or practical nursing.
   c. Loans obtained from family members, or from private institutions, lenders or other entities that are not subject to Federal or State examination and supervision as lenders.

d. Loans made prior to or after the applicant's qualifying nursing education.
e. Loans obtained for non-nursing degrees.
f. Loans that have been paid in full.
g. Parent PLUS Loans (made to parents).
h. Credit Card debt or Personal Lines of Credit.
i. Federal Perkins Loans (unless the applicant can provide documentation as indicated in the Instructions for Supporting Documents that such loans are not subject to cancellation).
j. Nursing Student Loans and NF Loan Program loans that are subject to cancellation.

Eligible Service Sites

NURSE Corps LRP participant serving as a NF

A participant who is a NF member is required to provide full-time service by teaching pre-licensure students, RNs or Advanced Practice Nurses, in an eligible public or private nonprofit school of nursing. The NURSE Corps LRP considers a school of nursing to be eligible if it is accredited by a national nursing accrediting agency or a State agency recognized by the Secretary of the U.S. Department of Education. For the list of the agencies recognized by the Secretary of the U.S. Department of Education for purposes of accrediting nurse education programs, please visit: http://ope.ed.gov/accreditation/Agencies.aspx.

NURSE Corps LRP participant serving as an RN or an advanced practice RN, such as an NP:

A participant who is an RN or advanced practice RN is required to provide full-time service at a CSF. The CSF must be a public or private nonprofit health care facility ***located in, designated as, or serving a primary medical care or mental health HPSA.*** Eligible health care facility types are listed below:

1. **Hospitals**
   a. **Critical Access Hospital (CAH) -** A facility certified by the Centers for Medicare & Medicaid Services (CMS) under section 1820 of the Social Security Act. In general, a CAH must be located in a rural area in a state that has a Medicare Rural Hospital Flexibility Program, maintain no more than 25 inpatient beds and an average annual length of stay of 96 hours or less, furnish 24-hour emergency care services 7 days a week, and be located either more than a 35-mile drive from the nearest hospital or CAH, or more than a 15-mile drive in areas with mountainous terrain or only secondary roads." For more information, please visit: http://www.hrsa.gov/healthit/toolbox/RuralHealthITtoolbox/Introduction/critical.html.
   b. **Disproportionate Share Hospital (DSH) -** A hospital that has a disproportionately large share of low-income patients and receives an augmented payment from the State under Medicaid or a payment adjustment from Medicare. Hospital-based outpatient clinics are included under this definition. For more information, please visit: http://www.hrsa.gov/opa/eligibilityandregistration/hospitals/disproportionatesharehospitals/index.html.
   c. **Public Hospital -** Any hospital that is owned by a government (Federal, State, or Local), receives government funding, and is primarily engaged in providing the following care, by or under the supervision of physicians, to inpatients: (a) diagnostic and therapeutic services for medical diagnosis, treatment, and care of injured, disabled, or sick persons; or (b) rehabilitation of injured, disabled, or sick persons. Hospital-based outpatient clinics are

included under this definition.

d. **Private Hospital -** A hospital in a State that is a private nonprofit entity and is primarily engaged in providing the following care, by or under the supervision of physicians, to inpatients: (a) diagnostic and therapeutic services for medical diagnosis, treatment, and care of injured, disabled, or sick persons, or (b) rehabilitation of injured, disabled, or sick persons. Hospital-based outpatient clinics and hospitals contracted with the U.S. Department of Veterans Affairs are included under this definition.

2. **Outpatient Clinics**

a. **Federally Qualified Health Center (FQHC) -** FQHCs include: (1) nonprofit entities that receive a grant, or funding from a grant, under section 330 of the Public Health Service Act to provide primary health services and other related services to a population that is medically underserved; (2) FQHC "Look-Alikes" which are nonprofit entities that are certified by the Secretary of HHS as meeting the requirements for receiving a grant under section 330 of the Public Health Service Act but are not grantees; and (3) outpatient health programs or facilities operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act. FQHCs include Community Health Centers, Migrant Health Centers, Health Care for the Homeless Health Centers, and Public Housing Primary Care Health Centers. For more information, please visit: http://www.hrsa.gov/healthit/toolbox/RuralHealthITtoolbox/Introduction/qualified.html.

b. **Indian Health Service Health Center -** A health care facility (whether operated directly by the Indian Health Service or by a tribe or tribal organization, contractor or grantee under the Indian Self-Determination Act, as described in 42 Code of Federal Regulations (CFR) Part 136, Subparts C and H, or by an urban Indian organization receiving funds under Title V of the Indian Heath Care Improvement Act) that is physically separated from a hospital, and which provides clinical treatment services on an outpatient basis to persons of Indian or Alaskan Native descent as described in 42 CFR Section 136.12. For more information, please visit: http://www.ihs.gov.

c. **Native Hawaiian Health Center -** An entity as defined in 42 U.S.C. § 11711(4): (a) which is organized under the laws of the State of Hawaii; (b) which provides or arranges for health care services through practitioners licensed by the State of Hawaii, where licensure requirements are applicable; (c) which is a public or nonprofit private entity; and, (d) in which Native Hawaiian health practitioners significantly participate in the planning, management, monitoring, and evaluation of health services. For more information, please see the Native Hawaiian Health Care Act of 1992, as amended, and http://www.hrsa.gov/opa/eligibilityandregistration/healthcenters/nativehawaiian/index.html.

d. **Rural Health Clinic -** An entity that the Centers for Medicare and Medicaid Services has certified as a rural health clinic under section 1861(aa)(2) of the Social Security Act. A rural health clinic provides outpatient services to a non-urban area with an insufficient number of health care practitioners. For more information, please visit: http://www.hrsa.gov/healthit/toolbox/RuralHealthITtoolbox/Introduction/ruralclinics.html

e. **State or Local Public Health or Human Services Department -** The State, county, parish, or district entity that is responsible for providing healthcare services which include health promotion, disease prevention, and intervention services in clinics or other health care facilities that are funded and operated by the Public Health or Human Services Department.

f. **Nurse Managed Health Clinic/Center –** An entity as defined in 42 U.S.C. § 254c-1a(a)(2) which is a nurse-practice arrangement, managed by advanced practice nurses, that provides primary care or wellness services to underserved or vulnerable populations and that is associated with a school, college, university or department of nursing, federally qualified health center, or independent nonprofit health or social services agency.

g. **Urgent Care Center -** Urgent Care centers provide acute episodic care on a walk-in basis to assist patients with an illness or injury that does not appear to be limb or life–threatening and is either beyond the scope or availability of the typical primary care practice.

h. **Certified Community Behavioral Health Clinic (CCBHC) -** A clinic that is certified as a CCBHC by a State in accordance with criteria published by the Secretary of Health and Human Services and with the requirements of the Protecting Access to Medicare Act of 2014. The criteria include requirements for staffing, availability and accessibility of services, care coordination, scope of services, quality and other reporting, and organizational authority. Certified Community Mental Health Centers (CMHCs) would also fall under this category. A CMHC is an entity that meets applicable licensing or certification requirements for CMHCs in the State in which it is located and provides (1) outpatient services, including specialized outpatient services for children, the elderly, individuals who are chronically mentally ill, and residents of its mental health service area who have been discharged from inpatient treatment at a mental health facility; (2) 24-hour-a-day emergency care services; (3) day treatment, or other partial hospitalization services, or psychosocial rehabilitation services; and (4) screening for patients being considered for admission to State mental health facilities to determine the appropriateness of such admission.

3. **End Stage Renal Disease (ESRD) Dialysis Centers -** An ESRD facility is an entity that provides outpatient maintenance dialysis services, or home dialysis training and support services, or both. ESRD facilities are classified in Section 1881 of the Social Security Act and codified in 42 CFR 413.174 as being either hospital-based or independent facilities.

4. **Ambulatory Surgical Center -** An entity that operates exclusively for the purpose of furnishing surgical services to patients who do not require hospitalization and in which the expected duration of services does not exceed 24 hours following admission.

5. **Residential Nursing Home -** An institution that is primarily engaged in providing, on a regular basis, health related care and service to individuals who because of their mental or physical condition require care and service (above the level of room and board) that can be made available to them only through institutional facilities. This category includes a "skilled nursing facility," which is an institution (or distinct part of an institution), certified under section 1819(a) of the Social Security Act, that is primarily engaged in providing skill nursing care and related services to residents requiring medical, rehabilitation, or nursing care and is not primarily for the care and treatment of mental diseases; transitional facilities; assisted living; and group homes.

6. **Home Health Agency -** An agency or organization, certified under section 1861(o) of the Social Security Act that is primarily engaged in providing skilled nursing care and other therapeutic services. For more information, please visit: https://www.cms.gov/Center/Provider-Type/Home-Health-Agency-HHA-Center.html.

7. **Hospice Program -** An agency or organization, certified under section 1861(dd)(2) of the Social Security Act, that provides 24-hour care and treatment services (as needed) to terminally ill individuals and bereavement counseling for their immediate family members. This care is provided in individuals' homes, on an outpatient basis, and on a short-term inpatient basis, directly or under arrangements made by the agency or organization. For more information, please visit: https://www.cms.gov/Center/Provider-Type/Hospice-Center.html.

Ineligible facilities include, but are not limited to:

1. Clinics in prisons and correctional facilities; and
2. Private for-profit facilities.

If an applicant is unsure whether a health care facility fits into one of the CSF categories listed above, please contact the health care facility's business office or human resources department. NURSE Corps LRP makes the final determination of whether a facility qualifies as a service site under NURSE Corps LRP.

Locating a Facility's Health Professional Shortage Area (HPSA) Score

HPSAs are designated by HRSA as having shortages of primary medical care, dental, or mental health providers and may be geographic, population, or institutional (i.e., a public or nonprofit private medical facility or other public facility for the delivery of health services). The NURSE Corps LRP uses four funding tiers that are based on the financial need of the applicant and the primary medical care or mental health HPSA score of the CSF.

Health care facilities must have a HPSA designation by January 1, 2016 to be considered a CSF and an eligible service site for NURSE Corps LRP participants. The HPSA score as of January 1, 2016 will be used throughout the FY 2016 NURSE Corps LRP application cycle to determine the funding preference tiers (see below). If a CSF loses its HPSA designation prior to an award being made, the facility will no longer be considered a CSF and the applicant will be ineligible for a NURSE Corps LRP award.

To identify the facility's primary medical care or mental health HPSA score as of January 1, 2016, applicants are requested to visit the websites listed below and follow these instructions: Please visit:

1. **http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx**: Enter the facility's address to determine if it is located in a HPSA. Once the results are generated, it must show that the facility is located in a primary medical care or mental health HPSA. A "Yes" notation beside "In a Primary Care (or Mental Health) Health Professional Shortage Area," will indicate that the facility is in a HPSA. The primary care/mental health HPSA score(s) will then appear beneath the respective designation(s); **or**
2. **http://hpsafind.hrsa.gov**: Search by State, county, and HPSA discipline (select only primary medical care or mental health).

If a CSF has both a primary medical care score and a mental health score, the NURSE Corps LRP will use the highest HPSA score. All HPSA scores will be determined based on the physical address of the facility provided in your application. A street number, a street name, a city, a State and a zip code must be provided. **P.O. Box addresses will not be accepted as a**

score cannot be generated without a physical address.

Awards Process and Funding Preferences

Historically, the number of qualified applicants has exceeded available NURSE Corps LRP funding. In FY 2016, a funding preference will be given to applicants with the greatest financial need, defined as those qualified applicants whose debt to salary ratio (i.e., total qualifying educational loan balance *divided by base annual* salary) is 100 percent or greater. Applicants will then be grouped into funding preference tiers as described in the tables below. Starting with the first tier, awards will be made in order of decreasing debt to salary ratio until all funds are expended.

1. **For RNs, including advanced practice RNs such as NPs**: Qualified applicants will be grouped into one of the funding preference tiers based on factors described in the table below. An applicant's debt to salary ratio and the facility's HPSA score are used to determine the tier in which the applicant is placed.

Funding Preference Tier	Debt to Salary Ratio	CSF Primary Medical Care or Mental Health HPSA Score
Tier 1	≥100%	25-14
Tier 2	<100%	25-14
Tier 3	≥100%	13-0
Tier 4	<100%	13-0

Funding Preference Example:

Amanda completed her NP program in May 2010. Her current, outstanding qualifying educational loan debt totals $26,683.57.Amanda works as an NP at a Critical Access Hospital (CAH) with a primary medical care HPSA score of 10, and her base annual salary is $51,001.

Tom is also an NP and works at a Certified Community Behavioral Health Clinic with a mental health HPSA score of 12. His base annual salary is $46,238.40 and he has outstanding, qualifying educational loan debt totaling $17,465.04.

Since Amanda and Tom both work at a CSF with a HPSA score below 14 and their debt to salary ratio is below 99.99 percent, they will be placed in Tier 4. However, since Amanda has a debt to salary ratio of 52.32 percent, which is greater than Tom's debt to salary ratio of 37.77 percent, Amanda will be funded before Tom, if funds are still available, because within each tier the applicant's debt to salary ratio has priority over the CSF's HPSA score. Although Tom's CSF has a higher HPSA score, it does not place him at an advantage of being funded prior to Amanda when they both fall within the same tier. In another scenario, if the CSF Tom works at has a HPSA score of 15, Tom would be funded before Amanda because the site's HPSA score places him in Tier 2.

2. **For NF**: Qualified applicants will be grouped into one of the funding preference tiers based on the factors described in the table below..

   NF applicants teaching at a School of Nursing where at least 50% of the student body is from a **Disadvantaged Background** (DAB) will receive priority preference. The point of contact (POC) at the School of Nursing is responsible for submitting documentation requesting the school of nursing be considered for a DAB preference. Information regarding DAB data is required by the POC during the completion of the Employment Verification (EV) process. If such data is not available or not captured by your school of nursing, the NURSE Corps will validate the DAB status by accessing institutional data and determine if at least 50% of the student population has received need-based Federal Pell grants. This information will be taken from the College Navigator website at https://nces.ed.gov/collegenavigator/.

Debt to Salary Ratio	Schools of Nursing (SON)	Funding Preference Tiers
100 percent or more	SON with at least 50 percent of students from a disadvantage background	**Tier 1**
	All other SON	**Tier 2**
99.99 percent or less	SON with at least 50 percent of students from a disadvantage background	**Tier 3**
	All other SON	**Tier 4**

   An individual from a DAB is defined as someone who (1) comes from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in, and graduate from a health professions or nursing school (Environmentally Disadvantaged); OR (2) comes from a family with an annual income below a level based on low-income thresholds according to family size published by the U.S. Census Bureau, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary of Health and Human Services (HHS) for adaptation to this program (Economically Disadvantaged). Please refer to page 29 for complete Definitions of environmentally or economically disadvantaged backgrounds.

What to Expect after Submitting the NURSE Corps LRP Application

NURSE Corps LRP frequently corresponds with applicants by email and via the Program Portal. It is critical that applicants use and maintain a current email address. Please check your emails throughout the application process for correspondence from the NURSE Corps LRP and make certain to disable *SPAM blockers or check your SPAM folder*.

If you are selected as a potential recipient of a NURSE Corps LRP award, you will be notified by email or via the Program Portal, no later than September 1, 2016. At that time, you will be

required to verify that you are still working full-time at the CSF or school of nursing identified in your online application. In addition, you will be required to complete the required forms (i.e., sign the NURSE Corps LRP Contract and submit banking information to facilitate the electronic transfer of award funds) via the Program Portal. **This notification does not guarantee a NURSE Corps LRP award.**

The NURSE Corps LRP Contract becomes effective when it is countersigned/executed by the Secretary or designee. If your NURSE Corps LRP Contract is countersigned, you will receive a NURSE Corps award notice instructing you to access the following documents in the Program Portal:

1. Award Letter
2. Welcome Packet
3. Participant Award Worksheet

Once an applicant enters into a NURSE Corps LRP Contract that provides for a particular type of service (at a CSF or eligible school of nursing), an **applicant cannot switch to the other type of contract** during the initial two-year service period or the optional third service year.

If you are not selected for an award, you will be notified by September 30, 2016.

What to Expect after Receiving a NURSE Corps LRP Award

Payments: Award payments will be made monthly over 24 months through an electronic funds transfer to the participant's checking or savings account, identified on the banking information submitted by the participant. The first direct deposit will be made approximately 60 days after the effective date of the contract.

In-Service Verification: The NURSE Corps LRP verifies every six months that participants are meeting program requirements and fulfilling their service obligation. Participants will be required to have the In-Service Verification (ISV) completed through the Program Portal by both the participant and the authorized Point of Contact (POC) at the CSF or school of nursing. By completing and signing the ISV, the participant and the site will certify the participant's compliance or noncompliance with the full-time service requirements during the reporting period. The ISV will also record the time spent away from the service site (i.e., the total number of days during the reporting period that the participant fell below the minimum full-time service requirement).

A participant and the POC must complete and submit an ISV through the Program Portal within 30 days of notification that the service verification is due. If the ISV is not completed within the allotted time frame, the participant may jeopardize receiving service credit, have payments stopped, and be recommended for default. An overdue ISV may also impact eligibility for a Continuation Contract.

Advanced practice RNs (NPs, CRNAs, CNMs, CNSs) employed by a professional group should have the ISV completed by the CSF, and not the professional group.

Additional Important Requirements:

1. Participants must use the NURSE Corps LRP payments to pay the lenders or holders of their qualifying educational loans, as indicated on the Participant Award Worksheet (PAW), located in your Program Portal. NURSE Corps LRP will contact a participant's lenders or holders to verify that award payments have been applied to NURSE Corps LRP approved loans.
2. Participants can update their personal information (i.e. email address, banking information, mailing address) at any time, via the Program Portal. If participants have any changes to their name, the program must be notified immediately to ensure uninterrupted disbursements of loan repayment funds. In the case of a name change, participants must submit legal documentation, such as a copy of a marriage certificate to the NURSE Corps LRP.
3. Participants must immediately notify the NURSE Corps LRP of any changes in their service site or their employment status.
4. If for any reason a participant does not receive a scheduled payment, the participant should immediately contact the NURSE Corps LRP via the Program Portal or Customer Service at 1-800- 221-9393. Please be advised that if the NURSE Corps LRP has any questions concerning a participant's compliance with the service requirements or eligibility for continuing payments, NURSE Corps LRP will delay payments pending clarification of the participant's status.

SERVICE REQUIREMENTS

For RNs, including, advanced practice RNs, who enter into a contract to serve at a CSF: RNs must provide full-time service, working at least 32 hours per week for two consecutive years, beginning on the effective date of the NURSE Corps LRP Contract, at the CSF identified in the individual's application. Nurses must continue to work at an approved CSF for the duration of their participation in the NURSE Corps LRP. Participants **cannot switch to an NF** c**ontract** at any point during the service period.

For NF who enter into a contract to serve at an eligible school of nursing: NF must provide full-time service, working full-time (as defined by the employer) as an NF member for a minimum of nine months per service year, for a period of two consecutive years beginning on the effective date of the contract, at the school of nursing identified in the individual's application.

NF participants are encouraged to promote health care careers in underserved areas. This can be accomplished through presentations to students, student organizations or other community-based organizations that provide information about nursing and/or other health care professions.

Requirements for **All** NURSE Corps LRP participants:

1. No more than 7 weeks (35 workdays) per service year may be spent away from the CSF or school of nursing for vacation, holidays, continuing education, illness, maternity/paternity/adoption, or any other reason. Any periods of absence in excess of 7 weeks (35 workdays) of leave away from the CSF or school of nursing will extend a participant's NURSE Corps LRP service obligation end date.
2. Participants must retain a current, full, permanent, unencumbered, unrestricted license as an RN during the two-year service obligation to receive service credit under the NURSE Corps LRP;

3. Participants must continue to work under the employer's verified scope of practice as an RN or NF member for the duration of the two-year contract to receive service credit under the NURSE Corps LRP;
4. Service credit will not be given for employment prior to the effective date of the NURSE Corps LRP Contract. The effective date of the contract is the date it is countersigned by the Secretary or designee;
5. If an individual fails to commence full-time service on the effective date of the contract at the CSF or eligible school of nursing identified in the application, the individual may be placed in default;
6. Once an individual applies and is awarded a contract for a particular service option (at a CSF or school of nursing), the individual cannot switch to the other type of service option during the initial two-year service period or the optional third service year.

Salary and Benefits

NURSE Corps LRP participants receive a salary and benefits from the employing CSF, professional group, or eligible school of nursing. Employment compensation packages that may be negotiated between the nurse and the employer should not take into consideration any NURSE Corps LRP award funds. A CSF, professional group, or school of nursing cannot guarantee a NURSE Corps LRP award.

Absences During Service Period

No more than 7 weeks (35 workdays) per service year may be spent away from the CSF or eligible school of nursing for vacation, holidays, continuing education, illness, maternity/paternity/adoption, or for any other reason. NURSE Corps LRP-approved absences totaling greater than 7 weeks (35 workdays) in a service year will require an extension of the service obligation end date.

Continuation Contract

The NURSE Corps LRP Continuation Contract offers participants who have successfully completed service under their initial two-year contract an opportunity to receive a third optional year of loan repayment. In exchange for the third year of service, the Nurse Corps LRP will pay an additional 25 percent of the participant's original qualifying educational loan balance. **NURSE Corps Continuation Contracts are subject to the availability of funds, and are not guaranteed.**

Please note that participants applying for a NURSE Corps LRP Continuation Contract cannot request to switch to the other service option. If a participant is serving under an initial two-year contract as an RN or advanced practice RN at a CSF, the individual cannot switch or request to serve as NF in a school of nursing. Similarly, a participant who is serving under the initial two-year contract as NF in an eligible school of nursing cannot request to service as an RN or advanced practice RN at a CSF. All loan balances will be verified against the participant's submitted payment history to ensure that funds received were used to pay qualifying educational loans. **Participants cannot add any new loans when they apply for a NURSE Corps LRP Continuation Contract.**

The following conditions must be met to be eligible for a NURSE Corps LRP Continuation Contract:

1. An application for a NURSE Corps LRP Continuation Contract must be submitted by

the application submission deadline via the Program Portal. Participants will be notified by email and the Program Portal when the continuation application is available. This notification will occur no later than 30 days prior to the end of the second service year.

2. Participants must have no outstanding ISVs.
3. Participants must continue to serve full-time at the CSF or eligible school of nursing that was approved as a service site under the initial two-year contract and continue to serve there under the Continuation Contract. A pending transfer request may delay the review of a Continuation Contract application.
4. Participants must have a current, full, permanent, unencumbered, unrestricted license as an RN and are expected to retain it during the one-year service obligation period;
5. NURSE Corps LRP payments received after Federal tax withholding under the NURSE Corps LRP two-year contract must have been applied to reduce the original qualifying educational loan balances. These loans are listed on the PAW provided to participants with their Award Notice. All loan balances will be verified against the participant's submitted payment history to ensure that funds received were used to pay qualifying educational loans. If a participant does not apply all NURSE Corps LRP payments to reduce the original qualifying nursing education loan balances, the request for a NURSE Corps LRP Continuation Contract will be denied;
6. A participant must not have an existing service obligation to any entity other than the NURSE Corps LRP (there is an exception for members of a reserve component of the Armed Forces, including the National Guard);
7. A participant must continue to meet all other program eligibility criteria, and be in full compliance with the existing NURSE Corps LRP service obligation. and,
8. A participant must not have defaulted on any Federal payment obligations or non-Federal payment obligations.

If a CSF loses its HPSA designation or changes to a for-profit status, or an eligible school of nursing loses its accreditation or changes to a for-profit status, a NURSE Corps Continuation Contract will not be awarded. If a participant wants to continue in the NURSE Corps LRP, the individual must request and receive approval to transfer to another eligible CSF or eligible school of nursing *prior to* applying for a NURSE Corps LRP Continuation Contract. In the event of relocation, please update your contact information. Moving expenses will not be paid.

Under a Continuation Contract, participants will receive an additional 25 percent of their original qualifying educational loan balance. **Participants may not add new loans to their Continuation Contract application.** The Continuation Contract service period must begin immediately following the completion of the initial two-year service commitment

Transferring to a Different CSF or Eligible School of Nursing

NURSE Corps LRP expects that a participant will fulfill the service obligation at the initial CSF or

school of nursing. The NURSE Corps LRP understands that circumstances may arise resulting in a participant's need to leave the approved CSF or eligible school of nursing, and complete the service obligation at another approved service site. If a participant can no longer continue working at the CSF or eligible school of nursing, the participant should immediately contact the NURSE Corps LRP through the Program Portal or Customer Service at 1-800-221-9393. Participants who sign a contract to serve at an eligible site must transfer to another eligible site that falls in the same funding preference tier that the participant was initially awarded in, or higher. If the participant leaves the service site without prior written approval of the NURSE Corps LRP, the individual may be placed in default of the NURSE Corps LRP Contract.

How to Request a Transfer via the Program Portal

If a participant needs to transfer to another site, the participant must request a transfer through the Program Portal by going to the "Activities," section, then to "Change My Site Request." The request must include: (a) the reason for the transfer; and (b) initiation of an EV to the prospective site to determine whether it is an eligible CSF or school of nursing. NURSE Corps LRP participants must fulfill their service commitment at a public or private nonprofit CSF or eligible school of nursing.

If the CSF or school of nursing is not in the same or higher funding preference tier as that in which the individual was awarded under the initial two-year contract, the transfer request will not be approved. Please note that a pending transfer request may delay the processing of a NURSE Corps LRP Continuation Contract application.

Participants will receive an official decision from the NURSE Corps LRP via the Program Portal regarding the approval or denial of a transfer request. Leaving the approved service site without prior NURSE Corps LRP approval will result in an immediate suspension of payments until the NURSE Corps LRP: (a) receives a request to transfer, (b) receives a completed ISV from the current site and a completed EV from the prospective site , and (c) approves the participant's transfer request.

Please note that detailed instructions on how to complete a "Change My Site Request" is provided in the Program Portal.

Additional requirements for transfer requests:

1. Participants who sign a contract to serve at a CSF must transfer to an eligible CSF that falls in the same funding preference tier that the participant was initially awarded in, or higher. For example, if a participant was awarded in Tier 3 (i.e., site HPSA score 13-0), then the participant may transfer to a site that meets the Tier 3 (or higher) HPSA requirements (i.e., site HPSA score13-0 or 25-14). Alternatively, if a participant was awarded in Tier 1 or 2 (i.e., HPSA score 25-14), then the participant may only transfer to a CSF with a HPSA score in the 25-14 range. Participants should contact NURSE Corps LRP to ensure that the CSF or school of nursing they are interested in transferring to is an approvable transfer site. Participants who transfer must remain in compliance with the service requirements of their two-year contract. For example, participants who receive a contract to serve at a CSF as an RN may not transfer to a school of nursing to serve as NF.

2. Participants who sign a contract to serve as NF at an eligible school of nursing must transfer to another eligible school of nursing that falls in the same tier the participant was initially awarded in, or higher. For example, if a participant was awarded in a Tier 1 at a school with 50% or more enrollments of students from disadvantaged backgrounds, the participant must transfer to another school with 50% or more enrollments of students from disadvantaged backgrounds.
3. An EV will be transmitted to the POC at the new approved site. The POC must fill out the EV completely via the Program Portal.
4. If there is a less than a 30-day break in service between the initial site and the approved transfer site, the NURSE Corps LRP payments will not be interrupted. However, if the participant fails to resume service within 30 days of the stop-work date at the initial CSF or school of nursing, the NURSE Corps LRP will stop all payments. Once the participant begins full-time service at another approved CSF or eligible school of nursing, the service end date will be extended accordingly, and the loan repayments will resume.
5. If a participant ceases full-time employment at the initial site and does not resume service at an eligible approved CSF or school of nursing within 60 days, the participant will be considered in breach of the contract and recommended for default.

Breach of Contract

Participants are encouraged to immediately contact the NURSE Corps LRP if a situation arises in which they are potentially unable to fulfill their service obligation. The NURSE Corps LRP will work with participants to assist them to the extent possible to avoid a breach and fulfill the service obligation.

1. **Breach of Initial Two-Year Contract**. A participant who enters into an initial two-year contract but fails to begin or complete the two-year service obligation is liable to repay **all** the NURSE Corps LRP payments received under the contract (including the amounts withheld for Federal taxes), plus interest at the maximum legal prevailing rate from the date of the participant's breach. Breach of contract will permanently disqualify the individual from receiving future awards under the NURSE Corps LRP and some other Federal programs.

2. **Breach of Continuation Contract.** A participant who enters into an optional one-year Continuation Contract but fails to begin or complete the service obligation is liable to repay **all** the NURSE Corps LRP payments received under the contract (including amounts withheld for Federal taxes), plus interest at the maximum legal prevailing rate from the date of the participant's breach. Breach of contract will permanently disqualify the individual from receiving future awards under the NURSE Corps LRP and some other Federal programs.

Any indebtedness owed to the Federal government is due within three years of the participant's breach. The debt amount will be subject to interest at the maximum legal prevailing rate from the date of breach until paid in full. Other charges and penalties for delinquent or past due payments may be assessed.

Suspension and Waiver

The Secretary of Health and Human Services may, under certain circumstances, suspend (put "on hold") or waive (excuse) the NURSE Corps LRP service or payment obligation. A request for a suspension or waiver must be submitted through the Program Portal. Additional supporting documentation will be required in order to process a request.

Suspension: A mechanism that provides temporary relief to a NURSE Corps LRP participant if the individual has short-term (not permanent) circumstances that currently make compliance with the obligation impossible or would involve an extreme hardship and if enforcement of the obligation would be unconscionable. Periods of approved suspension will extend a participant's NURSE Corps LRP service obligation end date. All periods of time away from the approved CSF or school of nursing should be documented on the ISV by both the participant and the POC. If the total time away from the site, including the period of suspension, exceeds 7 weeks (35 workdays) per service year (see Service Requirements on page 15), the service obligation end date will be extended. The major categories of suspensions are set forth below:

1. **Medical or Personal Reasons** – A suspension may be granted for up to one year, if the participant provides independent medical documentation of a physical or mental health disability, or personal circumstances, including a terminal illness of an immediate family member (e.g., child or spouse), which results in the participant's temporary inability to perform the NURSE Corps LRP obligation. Upon receipt of the suspension request, the NURSE Corps LRP will notify the participant of instructions for submitting supporting documentation.
2. **Maternity/Paternity/Adoption Leave** – Participants must notify the NURSE Corps LRP of pending maternity/paternity/adoption leave and provide appropriate documentation. Maternity/paternity/adoption leave of 12 weeks or less will be automatically approved, if properly documented. If the participant's maternity/paternity/adoption leave will exceed 12 weeks during that service year, a suspension may be granted by the NURSE Corps LRP based on the documented medical need.
3. **Call to Active Duty in the Armed Forces** – Participants who are military reservists and are called to active duty will be granted a suspension, for up to one year, beginning on the activation date described in the reservist's call to active duty order. In addition to the written request for a suspension, a copy of the order to active duty must be submitted to NURSE Corps LRP. The suspension will be extended if the applicable Armed Forces entity continues the period of active duty. The period of active military duty will not be credited toward the NURSE Corps LRP service obligation.

Waiver: A waiver permanently relieves the participant of all or part of the NURSE Corps LRP obligation. A waiver will be granted only if the participant demonstrates that compliance with the obligation (a) is permanently impossible or (b) would involve an extreme hardship and if enforcement of the obligation would be unconscionable. A waiver request must be submitted by uploading a signed request letter, including the reason(s) the waiver is being sought, as an inquiry

through the Program Portal. The participant will be contacted by the NURSE Corps LRP regarding the medical and financial documentation necessary to process the waiver request, and this documentation can be submitted through the Program Portal. Waivers are not routinely granted and require a demonstration of compelling circumstances.

Cancellation of Service Obligation

A participant's NURSE Corps LRP obligation will be cancelled in its entirety in the unfortunate event of death. No liability will be transferred to the participant's heirs.

APPLY NOW

Tips & Important Dates

Before You Apply

Please read the *Application and Program Guidance* (APG) in its entirety before proceeding with the application. The APG explains the contractual obligations of the Secretary of Health and Human Services and the NURSE Corps LRP participant. The NURSE Corps LRP contract is an obligation to serve full-time for two-years at an eligible CSF or school of nursing and there are financial consequences for defaulting on the service obligation. Applicants must identify one contract service option and be certain of that selection. Participants will not be able to switch to the other contract service option at any time while in the Program. Individuals are strongly encouraged to print and retain a copy of the APG for future reference.

Application Deadline

The electronic application must be completed, with all required supporting documents containing a hand-written signature (if applicable), uploaded and submitted by the application deadline, via the Program Portal by **7:30 pm EST on February 25, 2016**. The Employment Verification (EV) must be completed by the POC before an applicant can submit the application. Upon completion and submission of the online application and all required supporting documents, applicants will receive a printable receipt indicating the submission of the application was successful.

Changing Jobs during Application Process

Applicants may switch to a position at another eligible CSF or eligible school of nursing prior to February 25, 2016, 7:30 pm EST and still be considered for a NURSE Corps LRP award. The employment information in the online application **must** match the information on the EV. If an applicant changes jobs and the online application is not updated or a completed EV is not uploaded from the corresponding CSF or school of nursing by February 25, 2016, 7:30 pm EST, the applicant will not be considered for an award.

Withdrawing an Application

An applicant may withdraw the application at any time prior to the Secretary signing the contract, and remain eligible to apply for the NURSE Corps LRP in the future. **The NURSE Corps LRP Contract becomes effective on the date that it is countersigned by the Secretary or designee.** Once the contract becomes effective, the applicant is obligated to provide two years of full-time service at the CSF or school of nursing identified in the application. If such applicant fails to commence service on the effective date of the contract, the applicant will be in breach of the contract and may be placed in default and become permanently disqualified from receiving future awards under the NURSE Corps LRP and some other Federal programs.

Consolidating Educational Loans

An applicant may consolidate or refinance loans before the application deadline provided that the individual submits loan documentation for the consolidated or refinanced loans before the application deadline of February 25, 2016, 7:30 pm EST. If the loan documentation is not received by the application deadline and the consolidated loan does not appear on the online application, the consolidated or refinanced loan(s) will not be considered for loan repayment.

If the applicant has consolidated qualifying educational loans with other ineligible debt or with the loans of another individual, the entire consolidated loan is ineligible.

Materials Needed Prior to Starting the Application Process

Please note that application packages that are incomplete (e.g., missing, illegible, not viewable, or incomplete application materials) as of February 25, 2016 will not be considered for a NURSE Corps LRP award**.**

The NURSE Corps LRP strongly recommends that applicants complete the following steps before attempting to complete the online application:

1. Develop a list of all educational institutions where loans were obtained for educational and living expenses incurred while pursuing a nursing degree, which will be submitted for loan repayment consideration. Applicants must indicate the type of degree received, the school name and address, the attendance start and end dates, and the graduation or degree conferred date;
2. Develop a Curriculum Vitae (CV)/Resume, which documents all education, training, and degrees, and accounts for all time periods/employment since the applicant's completion of qualifying nursing education; and
3. Review the list of all required supporting documents that must be submitted.

SUPPORTING DOCUMENTS
Proof of U.S. Citizenship, U.S National, or Lawful Permanent Resident
Loan Documentation
Authorization to Release Information with a handwritten signature only (an electronic signature is not acceptable)
Transcripts
Curriculum Vitae/Resume
Documentation that Perkins loans are not eligible for cancellation (if applicable)

Applicants are strongly encouraged to upload all supporting documents in PDF format to expedite processing of the application. It is the applicant's responsibility to ensure that the information uploaded is accurate and viewable; PDF format allows applicants to view documents prior to submission. When uploading documents to the online application, please be sure that the documents do not exceed 5MB as the system restricts larger documents to maintain storage. Multi-paged documents can be consolidated by scanning and saving into one document, and then uploading.

The information collected in the online application will determine the applicant's initial ranking in the funding preference tiers. The applicant will be required to select the physical site where the individual is currently working. Once the online application has been submitted, the application status will update accordingly. Applicants will have the opportunity to make edits and resubmit their application prior to the application deadline on February 25, 2016, 7:30 pm

EST. The "edit" option will be available in the applicant's account on the "Submitted" page. The ability to edit and resubmit an application will be disabled after the application deadline.

> If an applicant fails to resubmit an edited application by the application submission deadline, the application will not be considered for a NURSE Corps LRP award. No exceptions will be made.
>
> If a document cannot be viewed or accessed, the NURSE Corps LRP will not consider it when reviewing and evaluating the application, and this may deem the entire application ineligible.
>
> Electronic signatures will not be accepted on the Authorization to Release Information Form. This form must contain a handwritten signature.

Instructions for Completing the NURSE Corps LRP Application

Site Not Found

During the application process, applicants will be required to select an employment site. If the applicant is unable to locate the CSF or School of Nursing in the NURSE Corps LRP database, the individual must select the "I Don't See My Site" button. The applicant will be prompted to type in the name and address of his/her site and have a request sent to the NURSE Corps LRP staff to review the site for eligibility. The process to add an eligible service site can take up to two business days. The EV cannot be initiated until the correct site information is added to NURSE Corps LRP database.

Employment Verification

Applicants must initiate an electronic EV to the POC for completion. The POC must be an appropriate official at the CSF or school of nursing (e.g., the applicant's immediate supervisor or an authorized agent in the human resources department at the employment site). If the POC does not submit a completed EV, or the EV is not completed by the appropriate official, the application will be considered incomplete, and the applicant will not be able to submit the application. Third party EVs will not be accepted. Any persons outside of a supervisor or authorized agent of the human resources department will be considered a third party. If your authorized POC is not listed, applicants may enter the correct POC's email address in the "Other POC email" section of the application. It is critical that applicants initiate the EV process early, as it requires time and coordination between the applicant and the POC to complete the application process.

Once an applicant initiates the EV process, a notification to complete the online verification will be sent to the POC at the CSF or school of nursing identified in the application. The applicant will be notified by email when the POC submits the EV, and the EV status is changed to "complete." Only then, can the application be submitted. Upon submission of the application, the applicant will be able to view the EV information provided by the POC. It is recommended that the EV be completed at least three days prior to the application submission deadline in case mistakes need to be corrected (see below), and that the POC has all current licensure information necessary to complete it. Please be advised that all Advanced Practice RN applicants must submit a current State license that corresponds with the discipline selected in the NURSE Corps LRP application. For example, if you apply as a Nurse Practitioner (NP), you must submit an NP license.

If the information in the online application and the EV do not match, the applicant will be able to submit the NURSE Corps LRP application, however, the applicant will be considered ineligible. In such instances, the applicant may correct any mistakes in the information provided in the online application or reinitiate the EV to the POC for correction prior to the February 25, 2016, 7:30 pm EST deadline.

Important Notes:

- Completion of the electronic EV by the POC can take up to five business days or longer; therefore the NURSE Corps LRP recommends that applicants initiate the EV process as early as possible.
- It is the applicant's responsibility to ensure that a new site request and EV are submitted far enough in advance of the application deadline to allow sufficient time for processing.
- Applications not submitted by the February 25, 2016 deadline will not be processed. The deadline will not be extended due to delayed receipt of the EV.
- For Certified Registered Nurse Anesthetists (CRNAs), Certified Nurse-Midwives (CNMs), and Nurse Practitioners (NPs) employed by a professional group that practices at a CSF, the facility must complete the EV, not the professional group.
- The NURSE Corps LRP is aware that not all schools of nursing require NF to maintain an RN license; however, the NURSE Corps LRP requires that all NF participants maintain a current, full, permanent, unencumbered, unrestricted RN license while participating in the program in order to meet eligibility requirements and receive service credit.
- For NF applicants seeking a priority under the funding preference tiers, the school of nursing must be able to show that at least 50% of the student enrollment is from a disadvantaged background. When completing the EV, the POC must submit official documentation highlighting enrollment data or a written statement on school letterhead indicating that at least 50% of its students come from an environmentally or economically disadvantaged background.

Supporting Documents

1. **Proof of U.S. Citizenship, U.S. National, or Lawful Permanent Resident.** Applicants must provide proof of U.S. citizenship or status as a U.S. National or Lawful Permanent Resident (e.g. a copy of a U.S. birth certificate; certificate of citizenship or naturalization; valid, unexpired **U.S. passport**; or Green Card). *Please note that a State Driver's License, Nursing License, Social Security Card, and Residence Card are not proof of U.S citizenship, or status as a U.S. National or Lawful Permanent Resident.*

2. **Transcripts** - Applicants must submit all transcript(s) from each college or university or school of nursing attended for all nursing education coursework directly related to the attainment of the nursing degree(s), if the applicant is seeking repayment for educational loans incurred while attending that institution. Disbursement dates of nursing loans must correspond with dates of nursing education received. For example, if you attended and graduated from an eligible school of nursing between the years of 2009 – 2014 your loan documentation must reflect a disbursement date within that time period. *The transcript must state the name of the institution, dates of attendance, and courses taken. If a degree was obtained, the transcript must include the*

type of degree and the date it was conferred or the applicant must provide another appropriate document with this information (e.g., a copy of a diploma). Unofficial or official transcripts are acceptable.

3. **Curriculum Vitae/Resume**. Applicants must submit a current Curriculum Vitae (CV)/Resume, which documents all education, training, and degrees, and accounts for all time periods/employment since the applicant's completion of qualifying nursing education.

4. **Authorization to Release Information**: Applicant should download the "Authorization to Release Information" from the online application. Applicants must fill out, sign and upload to his/her application. A handwritten signature must be used on the "Authorization to Release Information" only- an electronic signature is not acceptable.

5. **Loan Documentation - All loan documentation must come from the lender.** Please review the types of loans that qualify and do not qualify for repayment under the NURSE Corps LRP (see Eligibility Requirements on page 5). If you have multiple loans with the same servicing lender, you must enter documentation for each loan. NURSE Corps LRP will contact lenders/holders and check the applicant's credit report to determine repayment eligibility of submitted loans.

   In order to successfully complete the NURSE Corps loan module in the electronic application, the following documentation must be submitted:

   a) **Account Statements** must be within 30 days of the date of the application and contain:
      - Applicant Name
      - Lender Name
      - Account Number
      - Current Balance (Principal and Interest)

      To obtain a copy of your Account Statements visit the lender's/holder's website or call your lender/holder.

   b) **Disbursement Report** should contain:
      - Type of Loan
      - Original Loan Date
      - Original Loan Amount
      - Consolidation dates if applicable

   For **private (commercial) loans**, you may obtain Disbursement Report information on your lender's website or you can call the lender. There are several types of documents that provide Disbursement Report information for private (commercial) loans:
      - Promissory notes
      - Disclosure statements, and
      - Letters directly from the lender containing the required loan information

Applicants are provided a manual and electronic option for submitting their federal loan documentation from the Department of Education. If you choose to enter your loan information manually as opposed to uploading the National Student Loan Data System (NSLDS) My Student Data file, **you** must enter loan information and supporting documentation for each servicing lender that you wish to be considered for repayment. The original date of each loan must be within the education dates that were entered on your Qualifying Education page. These dates must also coincide with the dates on your transcript(s). If you have a consolidation loan, you must enter in all of the information required in the loan section of the application. All of the information you enter must coincide with the information in the loan documents. If they do not coincide, the loan will be deemed ineligible.

Submitting Your Loan Documentation

Federal Loans if you submit:

- **Electronically**. The applicant is required to have their FSAID that provides access to the NSLDS My Student Data file. If the applicant does not have a FSA account, follow the instructions to access your loan information by visiting the Federal Student Aid (FSA) website at http://www.nslds.ed.gov.
- **Manually**. In addition to the required documentation listed above, the applicant is required to access the FSA website, print and upload one NSLDS My Student Data file to submit with the application. The NSLDS report will contain information on all your Federal loans.

Individual Private (Commercial) Loans you must submit:

- Disbursement Report(s) from the lender, showing the loan type, original loan amount and original loan date. You may need to submit more than one type of Disbursement Report per loan to meet these requirements;
- The most recent Account Statement for **each** loan showing the current balance (call or visit your lender's website).

Consolidated Private (Commercial) Loans you must submit:

- Disbursement Report(s) clearly showing all the loans in the consolidation. Each loan must have its original loan amount and the original loan date indicated;
- The most recent Account Statement for **the consolidation** showing the current balance (please call or visit your lender's website).

Perkins Loans you must submit:

- Disbursement Report(s) from the lender, showing the loan type, original loan amount and original loan date. You may need to submit more than one type of disbursement report per loan to meet these requirements;
- The most recent Account Statement for each loan showing the current interest

rate and the current balance (please call or visit your lender's website);

- Documentation from the school showing that the loans are not subject to cancellation under 34 CFR Part 674; OR, documentation from the current lender indicating that the Perkins loans were consolidated and paid off.

Please note: Perkins loans that are subject to cancellation are not eligible.

ADDITIONAL INFORMATION

Need Help

Any individual with questions about the NURSE Corps LRP may contact Customer Care Center, Monday through Friday (except Federal holidays), 8:00 am to 8:00 pm EST.

- 1-800-221-9393
- TTY – 1-877-897-9910

Definitions

Base Annual Salary – The minimum annual compensation or the standard gross salary that an employee receives for doing a specific job, before taxes, health/dental insurance, retirement contributions, etc. are deducted (excludes overtime or shift differential pay).

Basic Registered Nurse (RN) Education – A nursing education that qualifies an individual to take the NCLEX-RN licensing examination.

Continuation Contract – An optional, one-year extension of a two-year NURSE Corps LRP Contract.

Contract (or initial two-year contract) – A written contract pursuant to Section 846 of the Public Health Service Act, as amended, under which (1) the participant agrees to engage in a period of continuous full-time service for 2 consecutive years as an RN at an eligible Critical Shortage Facility or as nurse faculty in an accredited eligible school of nursing and (2) the Secretary agrees to repay, in consideration of such service, a percentage of the amount which is outstanding on the participant's qualifying educational loans on the effective date of the initial 2-year contract.

Critical Shortage Facility (CSF) – A public or private nonprofit health care facility located in, designated as, or serving a primary medical care or mental health Health Professional Shortage Area (HPSA).

Default of payment obligation – An individual is more than 120 days past due on the payment of a financial obligation.

Default of service obligation – Failure to begin or complete a contractual service commitment.

Disadvantaged Background – An individual from a disadvantaged background is defined as someone who

(1) Comes from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from a health professions or nursing school (**Environmentally Disadvantaged**).

The following are provided as examples of "Environmentally Disadvantaged" for guidance only and are not intended to be all-inclusive:

- The individual graduated from (or last attended) a high school with low SAT score based on most recent data available.
- The individual graduated from (or last attended) a high school from which, based

on most recent data available, a:

- low percentage of seniors receive a high school diploma; or
- low percentage of graduates go to college during the first year after graduation.

- The individual graduated from (or last attended) a high school with low per capita funding.
- The individual graduated from (or last attended) a high school where, based on most recent data available, many of the enrolled students are eligible for free or reduced price lunches.
- The individual comes from a family that receives public assistance (e.g., Aid to Families with Dependent Children, food stamps, Medicaid, public housing).
- First generation in family to attend college

-- OR –

(2) Comes from a family with an annual income below a level based on low-income thresholds according to family size established by the U.S. Census Bureau, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary of Health and Human Services (HHS) for adaptation to this program (**Economically Disadvantaged**).

The Secretary defines a ''low income family/household'' for various health professions and nursing programs included in Titles III, VII, and VIII of the Public Health Service Act as having an annual income that does not exceed 200 percent of the Department's poverty guidelines (see table below). A family is a group of two or more individuals related by birth, marriage, or adoption who live together. A household may be only one person.

2015 Poverty Guidelines			
Persons in Family	**48 Contiguous States and D.C.**	**Alaska**	**Hawaii**
1	$11,770	$14,720	$13,550
2	$15,930	$19,920	$18,330
3	$20,090	$25,120	$23,110
4	$24,250	$30,320	$27,890
5	$28,410	$35,520	$32,670
6	$32,570	$40,720	$37,450
7	$36,730	$45,920	$42,230
8	$40,890	$51,120	$47,010
For each additional person, add	$4,160	$5,200	$4,780

SOURCE: Federal Register, Vol. 80, No. 14, January 22, 2015, pp. 3236-3237.

Eligible School of Nursing - An accredited, public or private nonprofit, collegiate, associate degree or diploma school of nursing in a State where graduates are: 1) authorized to sit for the NCLEX-RN or

2) licensed RNs who will receive a graduate or equivalent degree or training to become an advanced education nurse. The educational programs in the school of nursing must be accredited by a national nursing accrediting agency or a State agency recognized by the Secretary of the U.S. Department of Education. See section 801 of the Public Health Service Act for a full and complete definition of all applicable terms.

Existing Service Obligation – An obligation to work as a RN or as a nurse faculty member owed under an agreement with a Federal, State, or local government, or any other entity. Examples are the National Health Service Corps Loan Repayment or Scholarship Programs, NURSE Corps Scholarship Program, State Loan Repayment Program, Bureau of Health Workforce Nurse Faculty Loan Program, Faculty Loan Repayment Program, any State-sponsored loan repayment/forgiveness program, any employer-sponsored scholarship or recruitment/retention incentive programs, or Active Duty military obligation).

Family and Family Member - For the purposes of the NURSE Corps LRP "family member" includes spouses, as well as unmarried partners (both same-sex and opposite-sex).

Federal Judgment Lien – A lien that is placed against an individual's home or property when a court-ordered judgment is entered against the individual for an unpaid Federal debt (e.g., a Federal student loan or Federally-insured home mortgage). An IRS tax lien that is not created pursuant to a court-ordered judgment is not a Federal judgment lien.

Fiscal Year (FY) – The Federal FY is October 1 through September 30.

Full-Time Service – Working as an RN or advanced practice RN at a public or private nonprofit Critical Shortage Facility for a minimum of 32 hours per week, or working full-time (as defined by the employer) as a nurse faculty member for a minimum of 9 months per service year at an accredited public or private nonprofit eligible school of nursing, for the time period specified in the participant's contract, with no more than 35 workdays per service year spent away from the service site for vacation, holidays, continuing education, illness maternity/paternity/adoption, or any other reason.

Funding Preference – The funding of a specific category or group of approved applicants ahead of other categories or groups of approved applicants. A funding preference will be given to applicants with the greatest financial need, defined as those qualified applicants whose debt to salary ratio (i.e., total qualifying educational loan balance *divided by base annual salary*) is 100 percent or greater. Additional funding preferences are described in the APG.

Government Loans – Loans made by Federal, State, county or city agencies authorized by law to make such loans.

Greatest Financial Need – The greatest financial is determined by the applicants' debt to salary ratio (i.e., total qualifying educational loan balance divided by base annual salary).

Health Professional Shortage Area (HPSA) - A HPSA is a geographic area, population group, public or nonprofit private medical facility or other public facility for the delivery of health services

(including a Federal or State correctional institution), which has been determined by the Secretary of the Department of Health and Human Services to have a shortage of health professionals. HPSAs may be identified on the basis of agency or individual requests for designation. These HPSAs are designated by the Division of Policy and Shortage Designation, within HRSA's Bureau of Heālth Workforce, pursuant to Section 332 of the PHS Act (Title 42, U.S. Code, Section 254e) and implementing regulations (Title 42, Code of Federal Regulations, Part 5).

Lender – The private commercial or Government institution that initially made the qualifying educational loan (e.g., Department of Education). As used in this Guidance, the term "lender" also includes "holder," which is the private commercial or Government institution that currently holds the promissory note for the qualifying educational loan (e.g., Sallie Mae, PHEAA, etc.).

National Practitioner Data Bank (NPDB) – A confidential, electronic repository of information related to the professional conduct and competence of physicians, nurses, dentists, and other health care practitioners. The NPDB collects information about malpractice payments paid on behalf of a health care provider and any adverse actions taken against a health care provider's license, clinical privileges or professional memberships.

NURSE Corps Loan Repayment Program (NURSE Corps LRP) – The NURSE Corps LRP is authorized by Section 846 of the Public Health Service Act, as amended. Under the NURSE Corps LRP, the U.S. Department of Health and Human Services provides financial assistance to qualified applicants to repay a portion of their qualifying educational loans, in exchange for their full-time service as an RN at an eligible Critical Shortage Facility or as nurse faculty at an accredited eligible school of nursing.

Nurse Faculty – A licensed registered nurse (RN) who is a full-time (as defined by his or her employer) academic staff member engaged in nursing instruction or related educational activities in an eligible school of nursing.

Nurse Licensure Compact – The mutual recognition model of nurse licensure that allows a nurse to have a license in one State and to practice in other States subject to each State's practice law and regulation. Under mutual recognition, an RN may practice in several States unless otherwise restricted.

Participant Award Worksheet (PAW) – A detailed payment disbursement report reflecting all the participant's eligible loans that qualify for repayment under the NURSE Corps LRP award. Monthly payments received by a participant can only be applied to the loans listed on this document.

Point of Contact (POC) – An official at the CSF or school of nursing who is the applicant's immediate supervisor or an authorized agent in the human resources department of the employment site.

Private (Commercial) Loans – Loans made by banks, credit unions, savings and loan associations, insurance companies, schools, and other financial or credit institutions which are subject to examination and supervision in their capacity as lenders by an agency of the United States or of the State in which the lender has its principal place of business.

Qualified Applicant – A person who meets all of the NURSE Corps LRP eligibility requirements.

Qualifying Educational Loans – Government and private (commercial) loans for actual costs paid for tuition and reasonable educational and living expenses incurred (1) while attending a school of nursing where the applicant obtained his/her qualifying nursing education, and (2) while taking only nursing prerequisite courses at schools other than the school(s) of nursing where the applicant obtained the qualifying nursing education, provided that the applicant received academic credit for those courses from the school of nursing where the applicant obtained the qualifying nursing education. Participants will receive funds for repayment of qualifying educational loans that are still owed. If the applicant has consolidated qualifying educational loans with any other debt or consolidated the loans with loans of another individual, the consolidated loan is ineligible.

Qualifying Nursing Education – The completed undergraduate basic RN education and completed graduate nursing education (including post-master's nursing certificate programs) resulting in a baccalaureate or associate degree in nursing (or an equivalent degree), a diploma in nursing or a graduate degree in nursing from an accredited school of nursing in a State.

Reasonable Educational Expenses – The costs for books, supplies, laboratory expenses, educational equipment and materials for qualifying nursing education which do not exceed the school's estimated standard student budget for educational expenses for the participant's degree program or nursing prerequisites courses and for the year(s) of that participant's enrollment.

Reasonable Living Expenses – The costs of room and board, transportation and commuting costs, and other costs which do not exceed the school's estimated standard student budget for living expenses at that school for the participant's degree program or nursing prerequisite courses and for the year(s) of that participant's enrollment.

Registered Nurse (RN) – a nurse who has graduated from an accredited school of nursing, passed the NCLEX- RN, and is licensed to practice as a registered nurse or an advanced practice registered nurse in a State.

Spouse and Marriage - For the purposes of the NURSE Corps LRP, "spouse" includes same-sex married couples as well as opposite-sex married couples. In accordance with the Supreme Court decisions in United States v. Windsor and in Obergefell v. Hodges, the Department of Health and Human Services will treat as valid marriages of same-sex couples. The term "spouse" does not include individuals in registered domestic partnerships, civil unions or similar formal relationships recognized under state law as something other than a marriage.

State – Includes the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Territory of American Samoa, Territory of Guam, Republic of Palau, Republic of the Marshall Islands, and Federated States of Micronesia.

Tribal Health Program – An Indian tribe or tribal organization that operates any health program,

service, function, activity, or facility funded, in whole or part, by the Indian Health Service (IHS) through, or provided for in, a contract or compact with the IHS under the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450 *et seq.*).

Unencumbered License – Is a license that is not revoked, suspended, or made probationary or conditional by a State licensing board or a registering authority as the result of any disciplinary action.

NURSE Corps Loan Repayment Program Fiscal Year 2016 2-Year Contract for RNs Serving at a CSF	U.S. Department of Health and Human Services Health Resources and Services Administration Bureau of Health Workforce

Under the NURSE Corps Loan Repayment Program ("NURSE Corps LRP"), section 846 of the Public Health Service Act (42 U.S.C. § 297n), as amended, the Secretary of Health and Human Services ("Secretary") is authorized to provide registered nurses (RNs) with partial repayment of their outstanding qualifying loans for nursing education. In return for these loan repayments, the nurses agree to engage in the full-time practice of their profession for 2 years at a health care facility with a critical shortage of nurses.

The terms and conditions of participating in the NURSE Corps LRP are set forth below:

1. The undersigned applicant ("Applicant") agrees to serve full-time as a registered nurse for a period of two (2) consecutive years, beginning on the effective date of this Contract, at the public or private nonprofit health care facility identified by the Applicant in his or her NURSE Corps LRP Application, which facility the Secretary has determined has a critical shortage of nurses (i.e., a "Critical Shortage Facility" (CSF)). Full-time service is working as a registered nurse at a CSF for a minimum of 32 hours per week. No more than 35 workdays per service year can be spent away from the CSF for vacation, holidays, continuing education, illness, maternity/paternity/adoption, or any other reason. If the Applicant is unable to complete the service obligation at the initial service site identified in the application, the Applicant agrees to resume service within 60 days and complete the remaining service period at another CSF that has been approved by the Secretary as a transfer site for the Applicant.

2. The Applicant agrees to submit a semi-annual report, containing such information as the Secretary shall specify, regarding the Applicant's compliance with the service obligation described in paragraph 1 of this Contract.

3. The Applicant agrees to inform the Secretary immediately of any change in mailing address, email address, employment location or any other change in employment status as a full-time RN as set forth in paragraph 1 of this Contract.

4. Subject to the availability of funds:

   a. For the first year of the two consecutive years of service, the Secretary agrees to pay, to and on behalf of the Applicant, an amount equal to 30 percent of the principal of, and interest on, the Applicant's qualifying loans for nursing education which were unpaid on the effective date of this Contract.
   b. For the second year of the two consecutive years of service, the Secretary agrees to pay, to and on behalf of the Applicant, an amount equal to 30 percent of the principal of, and interest on, the Applicant's qualifying loans for nursing education which were unpaid on the effective date of this Contract.

5. The Applicant agrees to apply all NURSE Corps LRP payments received after Federal tax withholding to repay the Applicant's qualifying loans for nursing education. No portion of the NURSE Corps LRP payments made directly to the Applicant shall be used to pay taxes due to Federal, State, or local authorities.

6. The Applicant and Secretary may modify this Contract by written mutual consent, prior to the expiration of this Contract, to extend the Applicant's service obligation set forth in paragraph 1of this Contract for a third consecutive year. In return for a third year of service, the Secretary would pay, subject to the availability of funds, an amount equal to 25 percent of the principal of, and interest on, the Applicant's qualifying loans for nursing education which were unpaid on the effective date of this Contract.

7. If the Applicant fails to provide 2 years of service as set forth in paragraph 1 of this Contract, the applicant shall repay all NURSE Corps LRP payments made under paragraph 4 of this Contract (including the amounts withheld for Federal taxes), plus interest at the maximum legal prevailing rate from the date of the Applicant's breach of this Contract, as required under 42 U.S.C. § 297n(g)(1)(B).

8. The amount the Secretary is entitled to recover under paragraph 7 of this Contract must be repaid by the Applicant within not more than three (3) years of Applicant's breach of this Contract.

9. The Secretary may waive or suspend the Applicant's service or payment obligation under this Contract if compliance by the Applicant (i) is impossible or (ii) would involve extreme hardship and enforcement of such obligation would be unconscionable.

10. Any payment or service obligation incurred by the Applicant under this Contract will be cancelled upon the Applicant's death.

11. The Applicant agrees to comply with the requirements of the NURSE Corps LRP regulations at 42 C.F.R. Section 57.312.

12. The Applicant agrees to comply with the debarment and suspension regulations at Title 2, C.F.R., Part 180, Subpart C (2006), as supplemented by Subpart C of Title 2, C.F.R., Part 376 (2007).

13. The Applicant agrees to permit the Secretary to collect any debt owed by the Applicant as a result of an overpayment of NURSE Corps LRP payments, through the administrative offset of subsequent NURSE Corps LRP payments to the Applicant under this Contract or a Continuation Contract entered into pursuant to paragraph 6 of this Contract, until the debt is paid in full. An overpayment of NURSE Corps LRP payments may occur, for example, due to administrative error or when payments are made during any period when the Applicant is not providing full-time service at a CSF approved by the Secretary.

The Secretary or his or her authorized representative must sign this Contract before it becomes effective.

Applicant Name (please print): **DO NOT COMPLETE. THIS IS ONLY A SAMPLE CONTRACT. YOU WILL BE PROVIDED WITH AN OFFICIAL CONTRACT TO SIGN IF YOU ARE SELECTED FOR AN AWARD.**	
Applicant's Signature: XXXX

NURSE Corps Loan Repayment Program
Fiscal Year 2016
2-Year Contract for Nurse Faculty

U.S. Department of Health and Human Services
Health Resources and Services Administration
Bureau of Health Workforce

Under the NURSE Corps Loan Repayment Program ("NURSE Corps LRP"), section 846 of the Public Health Service Act (42 U.S.C. § 297n), as amended, the Secretary of Health and Human Services ("Secretary") is authorized to provide registered nurses with partial repayment of their outstanding qualifying loans for nursing education. In return for these loan repayments, the nurses agree to serve full-time as nurse faculty at an accredited school of nursing as defined in section 801 of the PHS Act.

The terms and conditions of participating in the NURSE Corps LRP as nurse faculty are set forth below:

1. The undersigned applicant ("Applicant") agrees to serve full-time as a nurse faculty member for a period of two (2) consecutive years, beginning on the effective date of this Contract, at the public or private nonprofit accredited school of nursing identified by the Applicant in his or her NURSE Corps LRP application. Full-time service is working full- time (as defined by his or her employer) as a nurse faculty member for a minimum of 9 months per service year. No more than 35 workdays of the Applicant's scheduled work period (9 to 12 months) per service year can be spent away from the school of nursing for vacation, holidays, continuing education, illness, maternity/paternity/adoption, or any other reason. If the Applicant is unable to complete the service obligation at the initial school of nursing service site identified in the application, the Applicant agrees to resume service within 60 days and complete the remaining service period at another school of nursing that has been approved by the Secretary as a transfer site for the Applicant.

2. The Applicant agrees to submit a semi-annual report, containing such information as the Secretary shall specify, regarding the Applicant's compliance with the service obligation described in paragraph 1 of this Contract.

3. The Applicant agrees to inform the Secretary immediately of any change in mailing address, email address, employment location or any other change in employment status as full-time nurse faculty as set forth in paragraph 1 of this Contract.

4. Subject to the availability of funds:

   a. For the first year of the two consecutive years of service, the Secretary agrees to pay, to and on behalf of the Applicant, an amount equal to 30 percent of the principal of, and interest on, the Applicant's qualifying loans for nursing education which were unpaid on the effective date of this Contract.

   b. For the second year of the two consecutive years of service, the Secretary agrees to pay, to and on behalf of the Applicant, an amount equal to 30 percent of the principal of, and interest on, the Applicant's qualifying loans for nursing education which were unpaid on the effective date of this Contract.

5. The Applicant agrees to apply all NURSE Corps LRP payments received after Federal tax withholding to repay the Applicant's qualifying loans for nursing education. No portion of the NURSE Corps LRP payments made directly to the Applicant shall be used to pay taxes due to Federal, State, or local authorities.

6. The Applicant and Secretary may modify this Contract by written mutual consent, prior to the expiration of this Contract, to extend the Applicant's service obligation set forth in paragraph 1 of this Contract for a third consecutive year. In return for a third year of service, the Secretary would pay, subject to the availability of funds, an amount equal to 25 percent of the principal of, and interest on, the Applicant's qualifying loans for nursing education which were unpaid on the effective date of this Contract.

7. If the Applicant fails to provide 2 years of service as set forth in paragraph 1 of this Contract, the Applicant shall repay all NURSE Corps LRP payments made under paragraph 4 of this Contract (including the amounts withheld for Federal taxes), plus interest at the maximum legal prevailing rate from the date of the Applicant's breach of this Contract, as required under 42 U.S.C. § 297n(g)(1)(B).

8. The amount the Secretary is entitled to recover under paragraph 7 of this Contract must be repaid by the Applicant within not more than three (3) years of Applicant's breach of this Contract.

9. The Secretary may waive or suspend the Applicant's service or payment obligation under this Contract if compliance by the Applicant (i) is impossible or (ii) would involve extreme hardship and enforcement of such obligation would be unconscionable.

10. Any payment or service obligation incurred by the Applicant under this Contract will be cancelled upon the Applicant's death.

11. The Applicant agrees to comply with the requirements of the NURSE Corps LRP regulations at 42 C.F.R. Section 57.312.

12. The Applicant agrees to comply with the debarment and suspension regulations at Title 2, C.F.R., Part 180, Subpart C (2006), as supplemented by Subpart C of Title 2, C.F.R., Part 376 (2007).

13. The Applicant agrees to permit the Secretary to collect any debt owed by the Applicant as a result of an overpayment of NURSE Corps LRP payments, through the administrative offset of subsequent NURSE Corps LRP payments to the Applicant under this Contract or a Continuation Contract entered into pursuant to paragraph 6 of this Contract, until the debt is paid in full. An overpayment of NURSE Corps LRP payments may occur, for example, due to administrative error or when payments are made during any period when the Applicant is not providing full-time service at a school of nursing approved by the Secretary.

The Secretary or his or her authorized representative must sign this Contract before it becomes effective.

Applicant Name (please print): **DO NOT COMPLETE. THIS IS ONLY A SAMPLE CONTRACT. YOU WILL BE PROVIDED WITH AN OFFICIAL CONTRACT TO SIGN IF YOU ARE SELECTED FOR AN AWARD.**	
Applicant's Signature: XXXX