

# NURSE CORPS LOAN REPAYMENT PROGRAM - CONTINUATION APPLICATION CHECKLIST



## ✓ **Step 1: Read the Application and Program Guidance (APG)**

Read the [Nurse Corps Loan Repayment Program Continuation APG](#), which outlines the service requirements and documentation required for a continuation contract. If you have trouble logging in, [message the Customer Care Center](#). Select "Technical Issue: Login/Password Reset."

## ✓ **Step 2: Access Your My BHW Account**

[Log in to your My BHW account](#) to start your online application. Access the Continuation application in the "I want to..." section of your dashboard.

## ✓ **Step 3: Complete Any Overdue In-Service Verifications**

Work with your site point of contact to complete any overdue verifications to access the application. If you have an overdue in-service verification, the continuation application will not show in the "I want to..." section of your My BHW dashboard.

## **Step 4: Review and Confirm your Employment**

Check the accuracy of your employment site and position information.

## ✓ **Step 5: Complete an Employment Verification**

From the Current Requests table, select the 'Initiate' hyperlink for each of your employment sites. Then, select 'Save and Continue.' Your employer must **sign and submit** the form. Review the completed employment verification to verify that all information is correct.

## ✓ **Step 6: Upload Loan Documentation**

Gather and upload documentation to show you have applied **all** Nurse Corps funds to your approved, qualifying loans.

For each loan in the list, select the Edit hyperlink to input loan details for each loan. When finished, select the 'Save and Continue' button.

The loan will appear in the Submitting for Repayment table. Select 'Upload Documents' to add copies of your: **1) most recent account statement(s), 2) disbursement report(s), and 3) month-by-month payment history.** After you upload the required documents for each loan, each loan status will update from 'In Progress' to 'Documents Uploaded.'

*Note: Bank or account statements are not payment histories. You must request monthly payment histories from your lender, which may take more than 30 days to fulfill.*

Loan documentation must contain:

- Your name
- Your lender's name
- Your loan account number
- Original date of the loan
- Original loan amount disbursed
- Current outstanding balance (30 or fewer days from submission)

Loan documentation must reflect all payments made since you received your Nurse Corps award. If you have multiple loans with one lender and some were not a part of your Nurse Corps award, separate and submit only the payment histories for the awarded loans. If your loan has been paid off, you are still required to submit the payment histories showing a zero balance. You may add consolidated loans to your application, however, if you consolidated Nurse Corps-awarded loans with non-awarded loans, you will be ineligible for a continuation award.

## ✓ **Step 7: Self-Certify**

Read and certify your application statements. Review the financial disclosure authorizations, the Authorization to Release Information certification, check all required boxes, and select the 'Save and Continue' button. If you make changes before the application deadline, you must self-certify and submit again.

## ✓ **Step 8: Review and Submit**

Review your Continuation contract, a PDF of your application, and submit your application.

## ✓ **After Submission**

You will receive an email about your Continuation award status.

