



# **National Health Service Corps Scholarship Program & Students to Service Loan Repayment Program**

## **Academic Year 2024-2025 Postgraduate Training Bulletin**

January 2024

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Health Resources and Services Administration  
Bureau of Health Workforce  
5600 Fishers Lane  
Rockville, Maryland 20857

For questions, please call 1-800-221-9393 (TTY: 1-877-897-9910) Monday through Friday (except federal holidays) 8 a.m. to 8 p.m. ET or submit an inquiry via the [Bureau of Health Workforce Customer Service Portal](#).

*Authority: Sections 338A-H of the Public Health Service Act (42 USC 254I-q), as amended. Future changes in the governing statute, implementing regulations, and Program Guidance may also be applicable to National Health Service Corps Scholarship Program and Students to Service Loan Repayment Program participants.*

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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**

Title III, Section 338A-H of the Public Health Service Act (42 U.S.C. 254l-q), as amended.

### **Purposes and Uses**

The purpose of the National Health Service Corps Scholarship Program and the Students to Service Loan Repayment Program is to increase access to primary care in underserved communities. The National Health Service Corps Scholarship Program accomplishes this by providing scholarships to students pursuing primary care health professions training in return for a commitment to provide primary health care services in Health Professional Shortage Areas within the United States.

The National Health Service Corps Students to Service Loan Repayment Program provides loan repayment to students in their last year of medical, dental, physician assistant studies or advanced practice nursing school in return for a commitment to provide primary health services in designated Health Professional Shortage Areas. The information supplied by National Health Service Corps Scholarship Program and Students to Service Loan Repayment Program participants will be used to approve or disapprove requests for postgraduate training and to track the participants' training activities and location during the period of approved postgraduate training.

An individual's information is maintained in a system of records used within the U.S. Department of Health and Human Services to monitor National Health Service Corps Scholarship Program- and Students to Service Loan Repayment Program-related activities. The information may also be disclosed outside of the Department of Health and Human Services, 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 as described in the [System of Record Notice 09-15-0037](#).

### **Effects of Nondisclosure**

Disclosure of the information sought is voluntary; however, if the information is not submitted, requests for postgraduate training may be considered incomplete and therefore may not be approved.

### **Non-Discrimination Policy Statement**

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.

## Postgraduate Training Request Overview

This bulletin describes the terms and conditions for deferring (postponing) the National Health Service Corps service obligation in order to complete postgraduate training, and the types of postgraduate training programs approved by the National Health Service Corps (including internships, chief residency, or fellowships) for Scholarship Program participants and Students to Service Loan Repayment Program participants.

National Health Service Corps scholars and Students to Service Loan Repayment Program participants (from now on referred to as “participants”) who are required, or are electing, to complete a postgraduate training program must submit a request through the [Bureau of Health Workforce Customer Service Portal](#) to receive approval by the National Health Service Corps.

Beginning this year, the program has developed a new, modernized process for participants to submit an online Postgraduate Training Request. The National Health Service Corps will provide participants with a user tutorial guide to assist in navigating the new modernized process.

The National Health Service Corps must approve the postgraduate training request **prior to** the start of any postgraduate training programs to ensure continued compliance with National Health Service Corps requirements. In addition, participants will be required to complete a Postgraduate Training Request for each year that they will be engaged in postgraduate training.

Required **documentation and deadlines** are outlined for each discipline in the Appendix. ***Please review the Appendix before submitting the request, as deadlines and documentation requirements vary for each discipline and program.***

### Requirements While in Postgraduate Training

The National Health Service Corps expects participants to start their postgraduate training after graduation but no later than **July 1, 2024**. While in postgraduate training, participants are subject to the following requirements:

1. Pursue postgraduate training that is approved by the National Health Service Corps;
2. Submit the Postgraduate Training Request by the **May 1, 2024 deadline**, and include all required documentation to the National Health Service Corps through the [Bureau of Health Workforce Customer Service Portal](#). Requests must be made annually.
  - a) Submitting an incomplete or late request will delay processing.
  - b) Participants must complete an annual Postgraduate Training Request, which must be approved by the National Health Service Corps prior to the start of any postgraduate training programs. This ensures continued compliance with National Health Service Corps requirements.
  - c) For physicians, who are required to complete a primary care residency, failure to submit a timely and complete Postgraduate Training Request may result in a determination that the participant has breached their National Health Service Corps contract.

- d) P Training PGT Requests from other health professionals are optional; however, failure to submit a timely and complete Postgraduate Training Request may result in the participant being assigned for service immediately.
3. Make no change to the type or period of training without prior written approval from the National Health Service Corps;
4. Do not incur a conflicting service commitment;
5. Update any personal contact information on the [Bureau of Health Workforce Customer Service Portal](#); and
6. Notify the National Health Service Corps immediately of any changes that affect the participant's approved training and availability for service.

### **Failure to Meet the Requirements While Pursuing, or Engaged in, Postgraduate Training**

**Physicians** should refer to their National Health Service Corps contract and the associated Application and Program Guidance for their specific program regarding Breach of Contract. If a situation arises in which completion of mandatory postgraduate training is in question, please contact the National Health Service Corps immediately by submitting a question via the "Ask a Question" option through the [Bureau of Health Workforce Customer Service Portal](#).

**Dentists, Advanced Practice Registered Nurses, and Physician Assistants** who fail to comply with the terms and conditions of any optional postgraduate training must immediately begin their National Health Service Corps service commitment. For questions, please contact the National Health Service Corps by submitting a question via the "Ask a Question" option through the [Bureau of Health Workforce Customer Service Portal](#).

### **Switching Postgraduate Training Programs**

If a participant plans to switch to another National Health Service Corps-approved postgraduate training (residency) program, he or she must obtain prior written approval from the National Health Service Corps. In addition, the participant must submit a letter to the National Health Service Corps from the new program director through the [Bureau of Health Workforce Customer Service Portal](#) via the "Ask a Question" option no later than 30 days before the start of the new training program. The letter from the new program director must indicate the participant's overall postgraduate training anticipated start and completion dates in the new training program, Accreditation Council for Graduate Medical Education program ID (if applicable), as well as how much credit, if any, will be given for the prior training program.

The National Health Service Corps will grant a maximum of **five (5) years** for postgraduate training from the beginning of the initial postgraduate training to complete all required training specific to the participant's discipline and specialty. The training to be undertaken must be consistent with the needs of the National Health Service Corps. See the [Appendix](#).

### **Chief Residencies and Fellowships**

Physicians and dentists are eligible for additional postgraduate training, such as a chief residency or fellowship. Prior to the online Postgraduate Training Request, a Notice of Intent must be submitted by **February 1, 2024**. Deferment requests for chief residencies or fellowships are approved or

disapproved based on the needs of the National Health Service Corps and cannot exceed the total maximum five (5)-year limit. The National Health Service Corps' goal is to place well-trained providers in underserved communities as soon as possible.

**Financial Support from the National Health Service Corps While in Postgraduate Training**  
National Health Service Corps Scholarship Program participants do not receive National Health Service Corps financial support (e.g., stipend, payment for training expenses or certifying exams), nor do they incur an additional National Health Service Corps service obligation during postgraduate training.

**National Health Service Corps Students to Service Loan Repayment Program participants who pursue postgraduate training** will receive the first, second, and third annual installments of their award funds while they are in the first, second, and third years of approved postgraduate training, respectively. They will receive the fourth annual installment during their fourth year of postgraduate training or first year of service, as applicable. Disbursement of the National Health Service Corps Students to Service Loan Repayment Program funds are subject to compliance with program requirements. Any delay in the submission of an annual Postgraduate Training Verification may result in a delay in the annual installment payment.

#### **No National Health Service Corps Service Credit During Postgraduate Training**

The postgraduate training period is **not** credited toward satisfying the National Health Service Corps Scholarship Program or National Health Service Corps Students to Service Loan Repayment Program service obligation, even if the training occurs in a National Health Service Corps-approved site or a facility located in a Health Professional Shortage Area.

#### **Training Completion and Site Search for Service Obligation**

The Health Resources and Services Administration's Division of Regional Operations coordinates the site search process to assist participants as they complete approved postgraduate training and prepare to begin fulfilling their service commitment. During the final year of their postgraduate training, participants will be contacted by a Division of Regional Operations analyst to assist with the site search process. Please note that for National Health Service Corps Scholarship Program participants, **the applicable Health Professional Shortage Area score requirement will be determined by their postgraduate training completion date.** The [Health Workforce Connector](#) is a free and useful tool to begin a site search.

## **Postgraduate Training for Physicians**

Allopathic and osteopathic physicians are required to complete accredited primary medical care postgraduate training in a National Health Service Corps-approved primary care specialty before commencing service.<sup>1</sup> Physicians may complete any combination of National Health Service Corps-approved postgraduate training listed below, in addition to a chief residency or fellowship as long as

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<sup>1</sup> The accreditation status of an allopathic residency or fellowship program can be verified through the [Accreditation Council for Graduate Medical Education](#).

the total postgraduate training duration does not exceed five (5) years. Physicians are required to begin an approved residency program **by July 1** of their graduation year, either through the residency match process or outside the match process.

Approved Postgraduate Training Specialties for Medical Students	Duration
Family Medicine	3 or 4 years
General Internal Medicine	3 years
General Pediatrics	3 years
Obstetrics/Gynecology	4 years
General Psychiatry (including Child and Adolescent Psychiatrists; Substance Use Disorder Psychiatrists)	4 years
Internal Medicine/Family Medicine	4 years
Internal Medicine/Pediatrics	4 years
Family Medicine/Psychiatry	5 years
Internal Medicine/Psychiatry	5 years
Rotating internship with a request to complete a residency in one of the above specialties (DOs only, see below for more details)	1 year

Allopathic and osteopathic medical students who are obligated under the National Health Service Corps Scholarship Program or National Health Service Corps Students to Service Loan Repayment Program **MUST** complete one of the National Health Service Corps-approved residencies described in the Approved Postgraduate Training Specialties for Medical Students table prior to beginning service or be subject to the damages provision described in the Breach section of their applicable Application and Program Guidance and in their National Health Service Corps Scholarship Program or National Health Service Corps Students to Service Loan Repayment Program Contract.

### **Osteopathic Internship (DOs Only)**

One-year osteopathic internships are approved for postgraduate training as some state osteopathic boards require a traditional rotating internship prior to entering a standard residency program. If a participant plans to pursue a one-year osteopathic internship, they must provide a letter from the program director confirming that the internship is for one year and is a prerequisite to entering residency training. The letter can be submitted through the Postgraduate Training Verification for the year they are entering the internship for the National Health Service Corps' review. **Upon completion of the one-year internship, osteopathic physicians are required to enter and complete a residency program in one of the approved specialties listed in the Approved Postgraduate Training Specialties for Medical Students table.** The total period of postgraduate training (including internship) cannot exceed five (5) years.

### **Chief Residency (Optional)**

The National Health Service Corps may approve, on a case-by-case basis, consistent with the needs of the National Health Service Corps, requests submitted by physicians in their last year of postgraduate training to complete a one-year Chief Residency program.

If a participant plans to pursue a chief residency in a National Health Service Corps-approved specialty, a **Notice of Intent** must be submitted to the National Health Service Corps through the [Bureau of Health Workforce Customer Service Portal](#) by **February 1 of their final year of residency.**

The National Health Service Corps' decision to postpone a participant's National Health Service Corps site search to allow for completion of a chief residency will be based largely on the demand for that participant's specialty for that year. **Participants are advised not to sign a chief residency contract before requesting and receiving approval from the National Health Service Corps for an additional year of training.**

**The National Health Service Corps will send a communication with a link in early 2024 to eligible participants to complete an electronic Notice of Intent. Participants must ensure that their contact information is up to date in the portal as the National Health Service Corps will send status notifications and reminders to the contact information on file.**

### **Fellowship Program (Optional)**

The National Health Service Corps may approve, on a case-by-case basis, consistent with the needs of the National Health Service Corps, fellowship or chief residency requests by physician participants in their last year of postgraduate training. The following fellowship programs are currently approved by the National Health Service Corps:

- 2-year child psychiatry fellowship following the completion of residency training in general psychiatry;
- 1-to-2-year addiction medicine fellowship following the completion of residency training in family medicine or general internal medicine or dual residency in internal medicine/family medicine;
- 1-year obstetrics/gynecology fellowship following the completion of residency training in family medicine; and
- 1-year geriatrics fellowship following the completion of residency training in family medicine or general internal medicine or dual residency in internal medicine/family medicine.

If a participant plans to pursue fellowship training in any of the above listed specialties, a [Notice of Intent](#) must be submitted to the National Health Service Corps through the [Bureau of Health Workforce Customer Service Portal](#) by **February 1 of their final year of residency**. See instructions [in the How to Submit a Notice of Intent for Physicians section](#) on how to submit a Notice of Intent and online Postgraduate Training Request.



The National Health Service Corps' decision to postpone a participant's National Health Service Corps site search to allow for completion of a fellowship will be based largely on the demand for the participant's specialty for that year. **Participants are advised not to sign a fellowship contract before requesting and receiving approval from the National Health Service Corps for additional fellowship training.**

### **Licensure Examination**

The National Health Service Corps requires physicians to pass **all three parts** of the medical licensing examination (the United States Medical Licensing Examination or The Comprehensive Osteopathic Medical Licensing Examination) prior to completing their last year of postgraduate training to ensure that the participant's National Health Service Corps service obligation will begin immediately upon completion of the approved postgraduate training.

It is the participant's responsibility to select a residency program that will adequately prepare the participant to sit for the United States Medical Licensing Examination (USMLE) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) and obtain the appropriate license to practice in the United States. **Participants must notify the National Health Service Corps when they have successfully completed all three parts of the medical licensing examinations, and are required to submit documentation of a passing score for each part of the exam through the [Bureau of Health Workforce Customer Service Portal](#).**

### **How to Submit a Notice of Intent for Physicians (If Applicable)**

**Physicians (MD/DO)** currently in their final year of residency who plan to pursue a chief residency or fellowship must submit a Notice of Intent by **February 1, 2024**, before they submit an online Postgraduate Training Request:

1. The National Health Service Corps will send an email communication with a link in early 2024 to eligible participants to complete an electronic Notice of Intent. Participants must ensure that their contact information is up-to-date in the portal, as the National Health Service Corps will send status notifications and reminders to the contact information on file.

### **How to Submit an Online Postgraduate Training Request for Physicians (MD/DO)**

**Medical Students (MD/DO)** in their final year of school must submit a complete online Postgraduate Training Request by **May 1, 2024**. Additionally, **Physicians (MD/DO)** currently enrolled in postgraduate training must submit an online Postgraduate Training Request by **May 1** annually for verification.

The National Health Service Corps will send an email communication with a link in early 2024 to eligible participants to complete an electronic Notice of Intent. Participants must ensure that their contact information is up-to-date in the portal, as the National Health Service Corps will send status notifications and reminders to the contact information on file.

Beginning this year, the program has developed a new, modernized process for participants to submit an online Postgraduate Training Request. The National Health Service Corps will provide participants with a user tutorial guide to assist in navigating the new modernized process. Once participants receive the link, they should follow the prompts to submit the following documents:

**1. Required Documentation**

- a. **Proof of Expected Graduation by July 1, 2024 (Applicable only to participants in their last year of medical school):** Participants must submit a letter from an appropriate school official on official letterhead confirming that the student is expected to graduate prior to **July 1, 2024**.
- b. **A Current Year Postgraduate Training Verification Letter:** The letter must be signed and dated by the program director; be on official letterhead, include the program start and end dates, Accreditation Council for Graduate Medical Education **program ID number**, and indicate whether the participant is in good standing with the program (for continuing participants).
- c. **Official Passing Scores of the United States Medical Licensing Examination or the Comprehensive Osteopathic Medical Licensing Examination.**

See the [Appendix](#) for a complete list of required documentation and submission deadlines for each professional program organized by year in school/postgraduate training.

**Postgraduate Training for Dentists**

Dentists may request to defer (i.e., postpone) their National Health Service Corps service commitment to complete a National Health Service Corps approved postgraduate training program if the National Health Service Corps determines that the training is consistent with the needs of the National Health Service Corps to deliver primary health care services in a Health Professional Shortage Area. The National Health Service Corps highly encourages dental students to complete **one** of the following postgraduate clinical training programs approved by the National Health Service Corps prior to starting their service obligation. Please note dental students are encouraged but **not required** to complete a postgraduate training program.

<b>Approved Postgraduate Training for Dental Students</b>	<b>Duration</b>
General Practice Dentistry	1 year
Advanced Education in General Dentistry	1 year
Pediatric Dentistry	2 years
Public Health Dentistry	2 years
Geriatrics Dentistry Fellowship	2 years

If a participant plans to request postgraduate training in any of the specialties listed in the Approved Postgraduate Training for Dental Students table, an electronic **Notice of Intent** must be submitted to the National Health Service Corps through the [Bureau of Health Workforce Customer Service Portal](#) by **February 1, 2024**. See instructions on how to submit a Notice of Intent and online Postgraduate Training Request in the How to Submit a Notice of Intent for Dentists section.

The total duration of postgraduate training for dentists is limited to **two** years including a chief residency and/or fellowship program.

The National Health Service Corps will not approve any other postgraduate training programs. Dental students who wish to pursue postgraduate training other than the postgraduate training programs listed above are advised not to apply for participation in the National Health Service Corps Scholarship Program or the National Health Service Corps Students to Service Loan Repayment Program.

Note that once a dentist begins their service obligation, the dentist will **not** be able to pursue a postgraduate training program.

### **Dental Fellowship (Optional)**

Requests from participants in their last year of residency training to complete a one-year geriatric dentistry fellowship following the completion of postgraduate training may be approved. Other fellowship requests may be approved on a case-by-case basis if it is consistent with the needs of the National Health Service Corps.

Dentists not pursuing postgraduate training must begin their National Health Service Corps service commitment within six months of graduating from dental school. **Dental participants are not allowed to pursue postgraduate training after starting their National Health Service Corps service obligation.**

### **Licensure Examination**

Dental participants are expected to take the appropriate licensure exams at the earliest possible date. The National Health Service Corps requires dentists to pass the Integrated National Board Dental Examination prior to completing their last year of dental school or approved postgraduate training to ensure that the National Health Service Corps service obligation will begin immediately upon completion of education or approved postgraduate training.

### **How to Submit a Notice of Intent for Dentists**

**Dental Students** currently in their final year of school who plan to pursue a residency or fellowship must submit a Notice of Intent by **February 1, 2024**, before they submit an online Postgraduate Training Request.

**Dentists** currently in residency who plan to pursue a chief residency or fellowship must submit a Notice of Intent by **February 1, 2024**, before they submit an online Postgraduate Training Request:

The National Health Service Corps will send an email communication with a link in early 2024 to eligible participants to complete an electronic Notice of Intent. Please ensure that your contact information is up-to-date in the portal, as the National Health Service Corps will send status notifications and reminders to the contact information on file.

## How to Submit an Online Postgraduate Training Request for Dentists

**Dental Students** in their final year of school must submit a complete online Postgraduate Training Request by **May 1, 2024**. Additionally, **Dentists** currently enrolled in Postgraduate training must submit an Online Postgraduate Training Request by **May 1** annually for verification.

The National Health Service Corps will send a communication with a link in early 2024 to eligible participants to complete an electronic Notice of Intent. Please ensure that your contact information is up-to-date in the portal, as the National Health Service Corps will send status notifications and reminders to the contact information on file.

Beginning this year, the program has developed a new, modernized process for participants to submit an online Postgraduate Training Request. The National Health Service Corps will provide participants with a user tutorial guide to assist in navigating the new modernized process.

Once you receive the link, please follow prompts to submit the following documents:

- a. **Proof of Expected Graduation by July 1, 2024 (Applicable only to participants in their last year of dental school):** Participants must submit a letter from an appropriate school official on official letterhead confirming that the student is expected to graduate prior to July 1, 2024.
- b. **A Current Year Postgraduate Training Verification Letter:** The letter must be signed and dated by the Program Director; be on official letterhead, include the program start and end dates, and indicate whether the participant is in good standing with the program (for continuing participants).
- c. **Official Passing Scores of the Integrated National Board Dental Examination (INBDE)**

See the [Appendix](#) for a complete list of required documentation and submission deadlines for each professional program organized by year in school/Postgraduate training.

## Postgraduate Training for Advanced Practice Registered Nurses and Physician Assistants

Advanced practice registered nurses and physician assistants are encouraged but **not** required to complete a postgraduate training program. However, they may request to defer (i.e., postpone) their National Health Service Corps service commitment to complete a National Health Service Corps-approved postgraduate training program if the National Health Service Corps determines that the training is consistent with the needs of the National Health Service Corps to deliver primary health care services in a Health Professional Shortage Area.

If an advanced practice registered nurse or physician assistant plans to pursue postgraduate training in primary care, an electronic **Notice of Intent** must be submitted to the National Health Service Corps through the [Bureau of Health Workforce Customer Service Portal](#) by **February 1, 2024**. See instructions on how to submit a Notice of Intent and online Postgraduate Training Request below.

Advanced practice registered nurses and physician assistants who are **not** planning to complete postgraduate training must begin their National Health Service Corps service obligation within six months of graduating from their respective health professions program.

### **How to Submit a Notice of Intent for Advanced Practice Registered Nurses and Physician Assistants**

**Advanced practice registered nurses and physician assistants** currently in their final year of school who plan to pursue a residency or fellowship must submit a Notice of Intent by **February 1, 2024**, before they submit an online Postgraduate Training Request.

The National Health Service Corps will send an email communication with a link in early 2024 to eligible participants to complete an electronic Notice of Intent. Please ensure that your contact information is up-to-date in the portal, as the National Health Service Corps will send status notifications and reminders to the contact information on file.

### **How to Submit an Online Postgraduate Training Request for Advanced Practice Registered Nurses and Physician Assistants**

Advanced practice registered nurses and physician assistants in their final year of school must submit a complete online Postgraduate Training Request by **May 1, 2024**.

The National Health Service Corps will send an email communication with a link in early 2024 to eligible participants to complete an electronic Notice of Intent. Please ensure that your contact information is up-to-date in the portal, as the National Health Service Corps will send status notifications and reminders to the contact information on file.

Beginning this year, the program has developed a new, modernized process for participants to submit an online Postgraduate Training Request. The National Health Service Corps will provide participants with a user tutorial guide to assist in navigating the new modernized process.

Once you receive the link, please follow prompts to submit the following documents:

- a. **Proof of Expected Graduation by August 31, 2024:** Participants must submit a letter from an appropriate school official on official letterhead confirming that the student is expected to graduate prior to August 31, 2024.
- b. **A Current Year Postgraduate Training Verification Letter:** The letter must be signed and dated by the program director; be on official letterhead, include the program start and end dates, and indicate whether the participant is in good standing with the program.

See the [Appendix](#) for a complete list of required documentation and submission deadlines for each professional program organized by year in school/postgraduate training.

## **Suspension of the Postgraduate Training**

A participant's obligation to complete approved postgraduate training may be suspended only for the reasons listed below. Requests for suspension and all required supporting documentation must be submitted via the [Bureau of Health Workforce Customer Service Portal](#). For further information, contact the Customer Care Center at 1-800-221-9393 (TTY: 1-877-897-9910) Monday through Friday (except federal holidays) 8:00 a.m. to 8:00 p.m. ET.

### **Medical and 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 a terminal illness of an immediate family member (e.g., child or spouse) resulting in the participant's temporary inability to participate in postgraduate training. Upon receipt of a suspension request, the National Health Service Corps will provide further instructions that describe the documentation required to fully evaluate the suspension request.

### **Failure of Licensure Examination**

A participant who fails to pass the licensure examination **may** be granted a suspension for up to one year to retake the United States Medical Licensing Examination, the Comprehensive Osteopathic Medical Licensing Examination, or the Integrated National Board Dental Examination and obtain results only if failure to pass the exams prevents the participant from continuing in the postgraduate training program. In addition to a written request for a suspension, the participant must submit to the National Health Service Corps: (1) a copy of the participant's examination results within 15 days of receipt, and (2) a letter from the residency program director verifying the participant's inability to progress further in the training program. The participant is required to apply for and retake the examination at least twice (or until they pass) during the suspension year. Further, the participant should take the necessary steps to maintain the participant's knowledge and skills while waiting to pass the licensure examination.

### **Call to Active Duty in the Armed Forces**

National Health Service Corps Scholarship Program participants or Students to Service Loan Repayment Program participants who are military reservists who are called to active duty will be granted a suspension for up to one year beginning on the activation date described in the order. In addition to the written request for a suspension, the participant must submit to the National Health Service Corps a copy of the order to active duty. The suspension will be extended if the applicable Armed Forces entity continues the period of active duty. A suspension request and a copy of the extension orders must be submitted to the National Health Service Corps. The period of active duty will not be credited toward the National Health Service Corps service obligation.

### **Parental (Maternity, Paternity or Adoption) Leave**

If the participant's parental leave from the residency training program causes a change in the residency graduation date, the participant must request a suspension. Participants are allowed up to 12 weeks of leave, unless the state permits additional time. In addition to the written request for a suspension, the participant must submit to the National Health Service Corps appropriate documentation confirming the need for parental leave. If the participant's parental leave will exceed 12 weeks due to a documented medical reason, a longer suspension of up to one year may be granted.

## Appendix Deadlines and Required Documentation

For National Health Service Corps Scholarship Program Participants:

### Required Documentation

Due Date	Medical Students	Dental Students	Advanced Practice Registered Nurses, Physician Assistants
February 1, 2024	<ul style="list-style-type: none"> <li>• Notice of Intent for Chief Residency or Fellowship</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of Intent for Postgraduate Training, Chief Residency or Fellowship</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of Intent for Postgraduate Training</li> </ul>
May 1, 2024 <b>(End of the final year of school)</b>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification</li> <li>• Acceptance Letter from Program Director</li> <li>• Step/Level 2 United States Medical Licensing Examination /Comprehensive Osteopathic Medical Licensing Examination Scores</li> </ul>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification</li> <li>• Acceptance Letter from Program Director <i>(required if postgraduate training is pursued)</i></li> <li>• Integrated National Board Dental Examination Scores</li> </ul>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification</li> <li>• Acceptance Letter from Program Director <i>(required if postgraduate training is pursued)</i></li> </ul>
May 1, 2025 <b>(End of Postgraduate Training Year 1)</b>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification</li> <li>• Verification of Good Standing Letter from Program Director</li> </ul>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification <i>(if applicable)</i></li> <li>• Verification of Good Standing Letter from Program Director</li> </ul>	N/A
May 1, 2026 <b>(End of Postgraduate Training Year 2)</b>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification</li> <li>• Verification of Good Standing Letter from Program Director</li> <li>• Step/Level 3 United States Medical Licensing Examination /Comprehensive</li> </ul>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification <i>(if applicable)</i></li> <li>• Acceptance or Verification of Good Standing Letter from Program Director*</li> </ul>	N/A

Due Date		Dental Students	Advanced Practice Registered Nurses, Physician Assistants
	Osteopathic Medical Licensing Examination Scores		
May 1, 2027 <b>(End of Postgraduate Training Year 3)</b>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification</li> <li>• Verification of Good Standing Letter from Program Director</li> </ul>	N/A	N/A
May 1, 2028 <b>(End of Postgraduate Training Year 4)</b>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification (<i>if applicable</i>)</li> <li>• Verification of Good Standing Letter from Program Director</li> </ul>	N/A	N/A
May 1, 2029 <b>(End of Postgraduate Training Year 5)</b>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification (<i>if applicable</i>)</li> <li>• Verification of Good Standing Letter from Program Director</li> </ul>	N/A	N/A

\*Chief Residency or Fellowship Requests – See pages 7-10 for instructions.



**For National Health Service Corps Students to Service Loan Repayment Program Participants:**

**Required Documentation**

Due Date	Medical Students	Dental Students	APRNs, PAs
February 1, 2024	<ul style="list-style-type: none"> <li>• Notice of Intent for Chief Residency or Fellowship</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of Intent for Chief Residency or Fellowship</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of Intent Postgraduate Training</li> </ul>
May 1, 2024 (End of the Final Year of School)	<ul style="list-style-type: none"> <li>• Proof of Expected Graduation by July 1, 2024</li> <li>• Step/Level 2 United States Medical Licensing Examination /Comprehensive Osteopathic Medical Licensing Examination Scores</li> <li>• Online Postgraduate Training Verification</li> <li>• Acceptance Letter from Program Director</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Expected Graduation by July 1, 2024</li> <li>• Integrated National Board Dental Examination Scores</li> <li>• Online Postgraduate Training Verification</li> <li>• Acceptance Letter from Program Director <i>(required if postgraduate training is pursued)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Expected Graduation by August 31, 2024</li> <li>• Postgraduate Training Verification &amp; Acceptance Letter from Program Director (if applicable)</li> </ul>
May 1, 2025 (End of Postgraduate Training Year 1)	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification</li> <li>• Loan Payment Verification</li> <li>• Verification of Good Standing Letter from Program Director</li> </ul>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification <i>(if applicable)</i></li> <li>• Loan Payment Verification</li> <li>• Verification of Good Standing Letter from Program Director</li> </ul>	N/A

Due Date	Medical Students	Dental Students	APRNs, PAs
May 1, 2026 (End of Postgraduate Training Year 2)	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification</li> <li>• Step/Level 3 USMLE/COMLEX Scores</li> <li>• Loan Payment Verification</li> <li>• Verification of Good Standing Letter from Program Director</li> </ul>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification (<i>if applicable</i>)</li> <li>• Loan Payment Verification</li> <li>• Acceptance or Verification of Good Standing Letter from Program</li> <li>• Director*</li> </ul>	N/A
May 1, 2027 (End of Postgraduate Training Year 3)	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification</li> <li>• Loan Payment Verification</li> <li>• Verification of Good Standing Letter from Program Director</li> </ul>	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification (<i>if applicable</i>)</li> <li>• Loan Payment Verification</li> </ul>	N/A
May 1, 2028 (End of Postgraduate Training Year 4)	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification (if applicable)</li> <li>• Loan Payment Verification</li> <li>• Acceptance or Verification of Good Standing Letter from Program Director</li> </ul>	N/A	N/A
May 1, 2029 (End of Postgraduate Training Year 5)	<ul style="list-style-type: none"> <li>• Online Postgraduate Training Verification (if applicable)</li> <li>• Acceptance or Verification of Good Standing Letter from Program Director</li> </ul>	N/A	N/A

\*Chief Residency or Fellowship Requests – See pages 7 through 10 for instructions

## Additional Information

### Paperwork Reduction Act Public Burden Statement

The purpose of this information collection is to obtain information through the National Health Service Corps Scholarship Program and the National Health Service Corps Students to Service Loan Repayment Program, that is used to assess an applicant's eligibility, qualifications as well as monitor program participants' enrollment in school, postgraduate training, and compliance with program requirements. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0915-0146 and it is valid until 07/31/2026. Public reporting burden for this collection of information is estimated to average 0.79 hours per response, including the time for reviewing instructions, searching existing data sources, 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 Health Resources and Services Administration Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or [paperwork@hrsa.gov](mailto:paperwork@hrsa.gov).

### RESOURCES FOR APPLICANTS

#### Provider's Clinical Support System for Medications for Opioid Use Disorder (PCSS-MOUD)

Provider's Clinical Support System for Medications for Opioid Use Disorder is a national training and clinical mentoring project developed in response to the prescription opioid misuse epidemic and the availability of pharmacotherapies to treat opioid use disorder. Provider's Clinical Support System for Medications for Opioid Use Disorder trains health professionals to provide effective, evidence-based medications for opioid use disorder to patients with opioid use disorder in primary care, psychiatric care, substance use disorder treatment, and pain management settings. For Medications for Opioid Use Disorder training information, visit the [Provider's Clinical Support System for Medications for Opioid Use Disorder website](#).

#### Health Workforce Connector

The [Health Workforce Connector](#) contains a searchable database for all National Health Service Corps approved service sites, including those with current job openings.

#### HPSA Find

All National Health Service Corps scholars must serve in a federally designated Health Professional Shortage Area. The websites below provide an understanding of where Health Professional Shortage Areas are currently located.

- [Use HPSA Find](#)
- [Find Shortage Areas by Address](#)

#### Customer Care Center

Any individual with questions about the National Health Service Corps Scholarship Program or the Students to Service Loan Repayment Program may contact the Customer Care Center at 1-800-221-9393 (TTY – 1-877-897-9910) Monday through Friday (except federal holidays) from 8 a.m. to 8 p.m. ET.

### **Bureau of Health Workforce Customer Service Portal**

This web-based [Bureau of Health Workforce Customer Service Portal](#) allows National Health Service Corps Scholarship Program participants and Students to Service Loan Repayment Program participants to communicate with the National Health Service Corps, to make certain requests (e.g., suspensions, transfers, waivers), and to access the six (6)-month In-Service Verification Form.

### **National Health Service Corps Online Resources**

- [National Health Service Corps Website](#)
- [National Health Service Corps Facebook](#)
- [National Health Service Corps Twitter](#)
- [National Health Service Corps LinkedIn](#)

## Definitions

**Advanced Practice Registered Nursing Degrees:** Include nurse practitioner and certified nurse midwife degrees.

**Approved Postgraduate Training:** Postgraduate training programs approved by the National Health Service Corps for deferment of the service obligation.

**Deferment:** The status of a National Health Service Corps participant who is either required or has elected and obtained approval from the National Health Service Corps to postpone the National Health Service Corps service obligation in order to complete a National Health Service Corps-approved postgraduate training to include an internship, chief residency, or fellowship.

**Letter from the Program Director:** A signed and dated letter from the postgraduate training program director on official letterhead stating acceptance/continuance in the residency program to include the start and end dates of the entire length of training.

**Notice of Intent:** Required for physicians requesting approval for a chief residency or fellowship and all dentists, advanced practice registered nurses, and physician assistants requesting approval for postgraduate training.

**Postgraduate Training:** Additional training that a health professions student may participate in after they graduate from a health professions education program (e.g., internship, residency, chief residency, or fellowship).

**Suspension:** A delay in fulfilling training obligations, in intervals of up to one year. Requests for suspensions must be submitted in writing to the National Health Service Corps, with supporting documentation, as set forth in the [Suspension of the Postgraduate Training](#) section of this Bulletin.