



NATIONAL HEALTH SERVICE CORPS LOAN REPAYMENT PROGRAM EMPLOYMENT VERIFICATION FORM

TO BE COMPLETED BY THE EXECUTIVE DIRECTOR OR DESIGNATED PERSONNEL ADMINISTRATOR
 Concerning Participants for the National Health Service Corps (NHSC) Loan Repayment Program (LRP)

Name of LRP Participant: _____ **Last 4 Digits SSN:** _____

Please list the **name** and **physical address**, for each of the **NHSC-approved** clinical practice sites where the NHSC participant is currently providing clinical, direct-patient services for your organization. A separate Employment Verification Form (EVF) must be submitted by each employer, for the practice site(s) where the participant provides clinical, direct-patient services to satisfy the NHSC Loan Repayment Program service commitment. To qualify, participants must meet the clinical practice requirements as defined on pages 3 and 4 of this form.

Site Name: _____	

Street Address: _____	

City: _____	
State & Zip: _____	
Phone: _____	Total Hours/Week at This Site: _____

Site Name: _____	

Street Address: _____	

City: _____	
State & Zip: _____	
Phone: _____	Total Hours/ Week at This Site: _____

Site Name: _____	

Street Address: _____	

City: _____	
State & Zip: _____	
Phone: _____	Total Hours/ Week at This Site: _____

Site Name: _____	

Street Address: _____	

City: _____	
State & Zip: _____	
Phone: _____	Total Hours/ Week at This Site: _____

Please complete (☑) the certifications below that apply to the participant named in the previous sections

**Denotes a required response for all participants*

- * 1. I certify that the NHSC Loan Repayment Program participant identified above is currently working at the above-identified site(s).
- * 2. I certify that the participant is currently engaged in:
 - Full-time** clinical practice at the site(s) listed above, as defined here, on page #3, "Full-time Clinical Practice Definitions."
 - Half-time** clinical practice at the site(s) listed above, as defined here, on page #4, "Half-time Clinical Practice Definitions." I further certify that the participant and the site(s) named above have agreed in writing that the participant will perform half-time clinical practice.
 - Clinical practice at the site(s), **less than Half-time**, as defined here, on page #4, "Half-time Clinical Practice Definitions" (clinician is not in compliance if engaged in less than half-time clinical practice).



- 3. I certify that the above-identified site(s) are tribal health programs performing services described in the site's contract or compact with the Indian Health Service under the Indian Self-Determination and Education Assistance Act in the state(s) in which the above-identified site(s) are located.
- 4. I certify that the participant was working full-time or half-time, as defined below in "Clinical Practice Definitions," at the above-identified site(s), but is on extended leave, from _____ to _____ due to _____
_____ (Please indicate reason for leave – maternity/paternity, deployment, medical, etc.)
- 5. I certify that the participant is **no longer working at, or will be leaving, the above site(s)**, and the last day of **clinical practice** was, or will be _____.
- 6. I certify that the participant is or will be an employee of the above-identified site(s) and is or will be subject to the personnel system and employment policies of those site(s).
- 7. I certify that the participant is not an owner of or does not have a financial interest in the above-identified site(s).
- 8. I certify that the above-identified site(s) provide the participant with malpractice insurance and tail coverage (either commercially or through the Federal Tort Claims Act).
- 9. I certify that the participant will receive an income at least equal to what he or she would have received as a Federal civil servant.
 - ✓ For data needed to accurately respond to this item, please consult the Federal civil servant pay scales and job classifications for health professionals, at:
 - ✓ <http://www.opm.gov/oca/12tables/indexgs.asp> and
 - ✓ <http://www.opm.gov/fedclass/html/gseries.asp>
- 10. I certify that the participant is a contractor. *This certification will result in the position being classified under the Private Practice Option – see below.*

Private Practice Option (PPO)

If the Executive Director or Designated Personnel Administrator cannot check Certifications 6, 7, 8, and 9, the position qualifies for the PPO only. If the participant filling, or seeking to fill, that position is selected for an LRP award, he/she must submit a PPO application and will be asked to enter into a PPO Agreement with the NHSC when completing the NHSC's "Confirmation of Interest" form.

NOTE: Participants filling PPO vacancies are not eligible for Half-Time Service contracts.

The Executive Director/Designated Personnel Administrator *The certifications and information provided above are true, accurate and complete to the best of my knowledge and belief.*

(Name – please print & include title)

(Executive Director/Designee – Signature)

(Name & Address of Parent Company (if applicable))

(Phone)

(E-mail Address)

(Date)

The Participant: *The certifications and information provided above are true, accurate and complete to the best of my knowledge and belief. I understand that if awarded an NHSC LRP contract, I must begin my service commitment at the sites identified above.*

(Print Name of Participant)

(Participant's Signature)

(Date)



FULL-TIME CLINICAL PRACTICE DEFINITIONS

Clinician works a minimum of **40 hours/week**, for a minimum of 45 weeks/service year.

Eligible Disciplines and Specialties, except as noted below:

(For the list of eligible disciplines and specialties, please review the [Application and Program Guidance \(APG\)](#))

- ✓ At least **32** hours/week spent providing clinical, direct-patient services, or teaching in the NHSC-approved clinical practice site.
 - Teaching activities at the NHSC-approved site(s) shall not exceed 8 hours/week
 - Teaching activities in a HRSA-funded Teaching Health Center shall not exceed 20 hours/week.
- ✓ The remaining **8** hours/week must be spent:
 - Providing clinical services to patients
 - Providing clinical, direct-patient services at the NHSC-approved clinical practice site or affiliated, alternate setting, (e.g., hospitals, nursing homes, shelters), as directed by the NHSC-approved clinical practice site(s).
 - Teaching at the NHSC-approved clinical practice site, and/or performing practice-related administrative activities, shall not exceed **8** hours/week. (any combination)

OB/GYNs, Certified Nurse Midwives, Family Medicine Physicians who practice **obstetrics** on a regular basis, providers of geriatric services, and pediatric dentists:

- ✓ At least **21** hours/week spent providing clinical, direct-patient services, or teaching in the NHSC-approved clinical practice site.
 - Teaching activities at the approved site(s) shall not exceed **8** hours/week
 - Teaching activities in a HRSA-funded Teaching Health Center shall not exceed **20** hours/week.
- ✓ The remaining **19** hours/week must be spent:
 - Providing clinical services to patients
 - Providing clinical, direct-patient services at the NHSC-approved clinical practice site or affiliated, alternate setting, (e.g., hospitals, nursing homes, shelters), as directed by the NHSC-approved clinical practice site(s).
 - Teaching at the NHSC-approved clinical practice site, and/or performing practice-related administrative activities, shall not exceed **8** hours/week. (any combination)

Behavioral and Mental Health providers:

- ✓ At least **21** hours/week spent providing clinical, direct-patient services, or teaching in the NHSC-approved clinical practice site.
 - Teaching activities at the approved site(s) shall not exceed 8 hours/week
 - Teaching activities in a HRSA-funded Teaching Health Center shall not exceed 20 hours/week.
- ✓ The remaining **19** hours/week must be spent:
 - Providing clinical services to patients
 - Providing clinical, direct-patient services at the NHSC-approved clinical practice site or affiliated, alternate setting, (e.g., hospitals, nursing homes, shelters), as directed by the NHSC-approved clinical practice site(s).
 - Teaching at the NHSC-approved clinical practice site, and/or performing practice-related administrative activities, shall not exceed **8** hours/week. (any combination)

Providers at NHSC-approved inpatient **Critical Access Hospital**:

- ✓ At least **16** hours/week spent providing clinical, direct-patient services, or teaching in the CAH-affiliated outpatient setting.
- ✓ The remaining **24** hours/week must be spent:
 - Providing clinical services for patients
 - Teaching at the CAH or the CAH-affiliated outpatient setting (not to exceed 8 hours/week)
 - Providing clinical, direct-patient services at the CAH-affiliated skilled nursing facility or swing bed unit, or
 - Teaching at the CAH or the CAH-affiliated outpatient setting and/or performing practice-related administrative activities, shall not exceed 8 hours/week. (any combination)

Note: Teaching activities performed in a Teaching Health Center shall not exceed **20** hours/week.

For more information, please click [HRSA Teaching Health Centers](#)



HALF-TIME CLINICAL PRACTICE DEFINITIONS

Clinician works between **20 and 39 hours/week**, for a minimum of 45 weeks/service year.

Eligible Disciplines and Specialties, except as noted below: (For the list of eligible disciplines and specialties, please review the [Application and Program Guidance \(APG\)](#))

- ✓ At least **16 hours/week** spent providing clinical, direct-patient services, or teaching in the NHSC-approved clinical practice site.
 - Teaching activities at the NHSC-approved site(s) shall not exceed **4 hours/week**
 - Teaching activities in a HRSA-funded Teaching Health Center shall not exceed **10 hours/week**.
- ✓ The remaining **4 hours/week** must be spent:
 - Providing clinical services to patients
 - Providing clinical, direct-patient services at the NHSC-approved clinical practice site or affiliated, alternate setting, (e.g., hospitals, nursing homes, shelters), as directed by the NHSC-approved clinical practice site(s).
 - Teaching at the NHSC-approved clinical practice site, and/or performing practice-related administrative activities, shall not exceed **4 hours/week**. (any combination)

OB/GYNs, Certified Nurse Midwives, Family Medicine Physicians who practice obstetrics on a regular basis, providers of geriatric services, and pediatric dentists:

- ✓ At least **11 hours/week** spent providing clinical, direct-patient services, or teaching in the NHSC-approved clinical practice site.
 - Teaching activities at the approved site(s) shall not exceed **4 hours/week**
 - Teaching activities in a HRSA-funded Teaching Health Center shall not exceed **10 hours/week**.
- ✓ The remaining **9 hours/week** must be spent:
 - Providing clinical services to patients
 - Providing clinical, direct-patient services at the NHSC-approved clinical practice site or affiliated, alternate setting, (e.g., hospitals, nursing homes, shelters), as directed by the NHSC-approved clinical practice site(s).
 - Teaching at the NHSC-approved clinical practice site, and/or performing practice-related administrative activities, shall not exceed **4 hours/week**. (any combination)

Behavioral and Mental Health providers:

- ✓ At least **11 hours/week** spent providing clinical, direct-patient services, or teaching in the NHSC-approved clinical practice site.
 - Teaching activities at the approved site(s) shall not exceed **4 hours/week**
 - Teaching activities in a HRSA-funded Teaching Health Center shall not exceed **10 hours/week**.
- ✓ The remaining **9 hours/week** must be spent:
 - Providing clinical services to patients
 - Providing clinical, direct-patient services at the NHSC-approved clinical practice site or affiliated, alternate locations, (e.g., hospitals, nursing homes, shelters), as directed by the NHSC-approved clinical practice site(s).
 - Teaching at the NHSC-approved clinical practice site, and/or performing practice-related administrative activities, shall not exceed **4 hours/week**. (any combination)

Providers at NHSC-approved inpatient **Critical Access Hospital (CAH):**

- ✓ At least **8 hours/week** spent providing clinical, direct-patient services, or teaching in the CAH-affiliated outpatient setting.
- ✓ The remaining **12 hours/week** must be spent:
 - Providing clinical services for patients at the CAH or the CAH-affiliated outpatient setting (not to exceed 4 hours/week)
 - Providing clinical, direct-patient services at the CAH-affiliated skilled nursing facility or swing bed unit, or
 - Teaching at the CAH or the CAH-affiliated outpatient setting and/or performing practice-related administrative activities, shall not exceed a total of **4 hours/week** (any combination)

Note: Teaching activities performed in a Teaching Health Center shall not exceed **10 hours/week**.

For more information, please click [HRSA Teaching Health Centers](#)