



**Step 1: Read** – the [2017 Application & Program Guidance \(APG\)](#) to discern whether you qualify for the program. The NHSC's program requirements are diverse and rigid. This document will help provide clarity.

**Step 2: Login** – to the Bureau of Health Workforce Portal to [Create An Account](#). If you have applied to the program previously and are using the same email address you must [create a new password](#) to login.

**Step 3: Follow** – the steps in the *Let's Get Started* section and click "Start My Application" to begin.

**Step 4: Eligibility** - Your responses in this section will determine whether you meet the minimum requirements to qualify to submit an application. If any of your responses indicate that you do not qualify, you should review the 2017 APG to verify the results and make adjustments to your responses, if appropriate.

**Step 5: General Information** – Provide contact and general information, in addition to selecting the service/contract type for which you are applying.

**Step 6: Discipline, Training & Certification** – Identify the discipline/specialty for which you are licensed to provide clinical services, as well as the type of degree you received and when you received it. The options provided are specific to the current list of NHSC Loan Repayment Program approved disciplines and specialties. Pay close attention to the requirements for your discipline/specialty and select the options that accurately represent your degree, training, and certifications.

**Step 7: Employment** – Select your NHSC-approved sites from the list provided. The list is compiled of sites that are located in the state and city you provide, based on your discipline and specialty. Instructions are provided should the list not contain one or more of your sites.

**Step 8: Employment Verification** – Initiate the request to have your site(s) Point of Contact (POC) verify your employment, including the hours you work per week. The clinical practice requirements for your discipline/specialty and service type can be found in the 2017 APG and on NHSC website, at <http://nhsc.hrsa.gov/loanrepayment/options.html>

**Step 9: Loan Information** – Submit your loans for approval. **Federally guaranteed/insured** loans can be submitted using either the Electronic Import (NEW!) or Manual entry options (only one (1)) option can be used per applicant). To take advantage of the newly developed electronic import option and access your Federal loan data directly from the National Student Loan Data System (NSLDS), you must first register and receive a Federal Student Aid ID (FSA ID); otherwise, you must use the manual method. You can register and receive your FSA ID, at <https://www.nsls.ed.gov/npas/pub/faq.htm>.

**Private/Commercial** loans must be submitted using the manual option. As with the electronic import option, you must gather account statements and disbursement reports prior to completing the application.

**Step 10: Supporting Documents** – Upload ALL required and supporting documents. It is advised you gather these documents prior to beginning the process, as some documents may require additional time to obtain from lending or training institutions.

#### Required Documentation

- **Proof of Payment:** Verification of Appropriate Use of Award Funds (Previous LRP participants, only)
- **Disadvantaged Background & Exceptional Financial Need Form:** Verification of having come from a Disadvantaged Background or Exceptional Financial Need, available at <http://nhsc.hrsa.gov/loanrepayment/dab.pdf>.

**Step 11: Self Certification** - Certify the accuracy of the responses and documentation you have provided and submit your application for review. The review of applications will begin after April 6, 2017. Notification of awards will occur throughout the review period. Notification of the FINAL status of applications will occur on or prior to September 30, 2017.