Application Checklist

✓ **Step 1: Read the Application and Program Guidance (APG)** for the loan repayment program (LRP) you want to apply to:

- NHSC LRP APG
- NHSC Substance Use Disorder (SUD) Workforce LRP APG
- NHSC Rural Community LRP APG

These documents will help provide clarity for completing your application.

✓ **Step 2: Log in** to the Bureau of Health Workforce Portal to Create An Account. If you have previously applied to the program 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 APG** to verify the results and adjust 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 and/or specialty for which you are licensed to provide clinical services, as well as the type of degree you received and when it was received. The options provided are specific to the current list of NHSC loan repayment programs' 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. We accept a final transcript that shows the degree earned or copies of your diploma or degree. You do not need to upload all three.

✓ **Step 7: Employment –** Select your NHSC-approved site(s) 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. Be sure to select each site you may work at during your service obligation.

- You must be working at an NHSC-approved SUD treatment facility to be eligible for the NHSC SUD Workforce LRP or a rural NHSC-approved SUD treatment facility to be eligible for the NHSC Rural Community LRP.

- Select "Site Not Found" to have your site reviewed and verified by HRSA staff for any site you work at but don't find.

- NHSC SUD Workforce LRP and NHSC Rural Community LRP applicants may apply using their primary care or mental health HPSA.

✓ **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 APGs and on NHSC website.

✓ **Step 9: Loan Information** – Gather your account statements and disbursement reports to be ready to complete your application.

1. Submit your loans for approval.

   A. Federally guaranteed/insured loans can be submitted using either the Electronic Import or Manual entry options *(only one option can be used per applicant).*

B. To take advantage of the electronic import option and access your federal loan information directly from the Student Aid Summary report, you must first register and receive [a Federal Student Aid ID](#) (FSA ID); otherwise, you must use the manual method.

C. If you cannot import your federal loans through the Student Aid Summary report, you must upload each loan manually.

D. Consolidated loans must include only those loans that were used for your health professional education. If any other loans are included in your consolidation, NO PART of the consolidated loan is eligible for loan repayment through the NHSC.

E. Along with the manually submitted consolidated loan document, you must upload each loan listed.

2. Your loan documents must include:

A. Name and contact information for the lender/holder.

B. Loan account number.

C. Original amount disbursed.

D. Original date of the loan.

E. Current outstanding balance (no more than 30 days from the date of the LRP application submission).

F. For 2023, loans in forbearance due to the pandemic are still eligible with the date included in the document.

G. Current interest rate.

H. For consolidated loans, respond to these additional questions:
   - Original date of consolidation.
   - Original balance of consolidation.
   - Account number.
   - Purpose of loan.

NOTE: 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. You are encouraged to gather prior to beginning the process, as some documents may require additional time to obtain from lending or training institutions. Save each document as a **.PDF file** before uploading to your application. Do not attempt to upload files larger than 5MB, or files saved as TIFF, JPEG, PNG, HEIC, and TXT.

Required Supporting Documentation:

- **Proof of Status (residency) as a U.S. Citizen or U.S. National.** This document may include a copy of a birth certificate, the ID page of a current, **unexpired** U.S. passport, or a certificate of citizenship or naturalization. ***Not acceptable:*** *Copies of a driver's license or a Social Security card.*

- **Health Professional License.** Applicants will be required to submit proof of their current, full, permanent, unencumbered, unrestricted health professional license, certificate, or registration (whichever is applicable) with an expiration date in the state in which they intend to practice under the applicable NHSC loan repayment program or from any state if practicing in a federal facility.

- **Loan Information Verification.** Applicants must provide two types of documentation for each loan that is being submitted for consideration: (1) an account statement and (2) a disbursement report.

  1. Account Statement. Provides current information on your qualifying educational loans. This document should:

     A. be on official letterhead or other clear verification that it comes from the lender/holder;

     B. include the name of the borrower (i.e., the NHSC SUD Workforce LRP applicant);

     C. contain the account number;

     D. include the date of the statement (cannot be more than 30 days from the date of LRP application submission); For 2023, loans in forbearance due to the pandemic are eligible and can be submitted with the date included on the document.

     E. include the current outstanding balance (principal and interest) or the current payoff balance; and

     F. include the current interest rate;

     G. include the original loan date (must be prior to the date of your applicable NHSC loan repayment program application submission);

     H. include the original loan amount; and

     I. include the purpose of the loan.

  2. **Disbursement Report.** This report is used to verify the originating loan information and should:

     A. be on official letterhead or other clear verification that it comes from the lender/holder;

     B. include the name of the borrower;

     C. contain the account number;

     D. include the type of loan;

LOAN DOCUMENT SUBMISSION NOTES

If you have multiple federal loans, you will only need to access one Student Aid Summary Report, which will contain information on all your federal loans.

For all other loans, the disbursement report can be satisfied through various types of documents including:

- a promissory note,
- a disclosure statement, and
- letters directly from the lender containing the required information on official letterhead or other clear verification that it comes from the lender.

You may also be able to obtain this disbursement information on your lender's website; however, all documentation must be on official letterhead or other clearly verifiable documentation that comes from the lender.

Additional Supplemental Documentation (if applicable). These documents are required to be uploaded with your application if your responses on the online application indicate that they are relevant/applicable.

Only applicants who have these documents listed on their "Supporting Documents" page of the online application should submit them. The documents will be added to your Supporting Documents list once the online application has been submitted.

- **Verification of Specialized Training** to provide SUD treatment services (e.g., an X-Waiver).

- **Substance Use Disorder Certification/License**. *Only required if you are applying to the NHSC SUD Workforce LRP or the NHSC Rural Community LRP*. A SUD counselor's license or certification must meet the national standard recognized by the National Board of Certified Counselors; National Association for Addiction Professionals; or International Certification & Reciprocity Consortium. SUD treatment providers must be able to complete substance use disorder screenings, assessments, and offer counseling and educational services. SUD counselors must have a level of licensure that allows you to practice independently and without supervision.

  The SUD licensure and certification should be unencumbered, unrestricted and cannot be a provisional, temporary, or an internship document.

- **Specialty Certification.** If you select a specialty, you are required to upload a copy of the certificate of completion or diploma from the training program where you matriculated.

- **Postgraduate Training Verification.** This document verifies that you completed the Primary Care Training Enhancement: Training Primary Care Champions (applies to physicians and physician assistants only), a HRSA-funded Addiction Medicine Fellowship Program, or the HRSA-funded Advanced Nursing Education-Nurse Practitioner Residency (ANE-NPR) or the ANE-NPR Integration Program (ANE-NPRIP). This documentation is in addition to the postgraduate training related to your practice area. Such documentation may include an official completion certificate.

- **Teaching Health Center Graduate Medical Education (THCGME) Identification Number.** If you completed a postgraduate medical or dental training program funded by HRSA through the THCGME Payment Program, you are required to submit the residency identification number and residency completion certificate, if available. Use the [Accreditation Council for Graduate Medical Education](#) (ACGME) or [The Commission on Dental Accreditation](#) to look up your program identification number to look up your program identification number.

- **Geriatrics Certification.** A copy of the certificate of completion or diploma from your geriatrics training program.

- **Verification of Disadvantaged Background**

- A school official may complete the [Verification of Disadvantaged Background](#) (PDF – 407 KB). You may also self-attest to having a disadvantaged background by uploading a document that validates that they meet the criteria included on the disadvantaged background form, e.g., a federal student aid report, etc.

- **Verification of Existing Service Obligation.** Verification from the entity for which you have an existing service obligation stating you will complete service there prior to the NHSC application deadline.

- **Payment History.** Former NHSC LRP recipients ONLY. Verification that you used all NHSC LRP funds to repay the qualifying educational loans approved as part of your most recent NHSC LRP contract, if applicable. **NOTE**: Cancelled checks, bank statements, and "Paid in Full" letters are not acceptable proof that loan payments were properly applied.

- **Proof of Name Change.** Applicants will be required to provide legal documents, e.g., marriage license or divorce decree, if the name on the proof of citizenship document is different from the name in the application.

- Notification of awards will occur throughout the review period. Notification of the FINAL status of applications will occur on or prior to **September 30, 2023**.

  [Sign up for email updates](#) to be alerted to all NHSC application information.