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Guidelines for the Wisconsin Nurse Educator Program Initiative

Degree Program

Eligibility Criteria (<https://heab.state.wi.us/files/forms/nep-eligibility.pdf>)

Applicants must:

- a. Be admitted to an eligible Wisconsin nursing program (MSN-ED, DNP, PhD).
- b. Be a U.S. Resident of a permanent type.
- c. Be a Wisconsin resident.
- d. Commit to the teaching requirement time frames for full-time or part-time faculty appointments.
- e. Be a full-time or part-time student as defined below:
 - Full-time enrollment as defined by the school/college.
 - Part-time enrollment defined as at least 50% of full-time credits.
 - New and current students are eligible.

Process for application is through the College/ University Financial Aid Office

- a. Financial Aid determines applicants' eligibility. Applicants must:
 - Be a U.S. resident of a permanent type and have a Wisconsin address.
 - Be enrolled in a participating UW or private, non-profit post-secondary institution in the state.
 - Be enrolled full-time or half-time to full-time per institutional guidelines filed with HEAB.
 - Make satisfactory academic progress.
 - Intend to practice as a licensed nurse educator in Wisconsin for three consecutive years.
- b. Link to the eligibility document: <https://heab.state.wi.us/files/forms/nep-eligibility.pdf>.
- c. Applicants submit a one-page, single-sided nursing education commitment essay to Financial Aid to evaluate. A simple essay review scorecard is available upon request.

- d. The financial aid office sends prepared loan documents to the student.
- e. The student returns the documents to the financial aid office.
- f. The financial aid office reviews the documents for verification and accuracy.
- g. If the financial aid office is satisfied, the seven loan documents and a copy of the essay may then be submitted to HEAB for processing.
- h. HEAB approves funding and will notify financial aid office.
- i. Financial aid office will notify student.
- j. Post Award annual documentation to verify ongoing enrollment in a nursing program and anticipated completion date is submitted to HEAB by the awardee.
- k. Students need to apply each year for subsequent funding.
- l. Students should evaluate the tax implications associated with WNEP funds.
- m. Details on loan amounts by degree available at:
<https://heab.state.wi.us/files/forms/nep-awarding-procedure.pdf>

Teaching requirement/commitment

- a. Teaching requirement must be completed at an eligible WI nursing school/college. Individuals can verify eligibility with the school/college or with HEAB.
- b. Annually, throughout the post-graduation teaching requirement, fund recipients must provide HEAB with the employer verification form.
- c. The teaching commitment requires 3 years full-time or 6 years part-time employment as an educator. Criteria for full and part-time employment is defined by the college/school of nursing where the individual is employed. Part-time employment must be at least equivalent to 0.5 FTE.
- d. One year deferment will be allowed for DNP-APNP in direct practice role.
- e. Inability to successfully complete the graduate program or to fulfill the teaching requirement will result in financial loan payback

Fellowship Program

A postdoctoral fellow or trainee is an individual pursuing continued training usually within five (5) years after the completion of the research doctorate (PhD).

1. Eligibility Criteria

- a. Appointed as a postdoctoral fellow/trainee at an eligible Wisconsin school/college of nursing for the benefit of the appointee's own learning and research.
- b. All requirements for the doctoral degree must be completed before the appointment is made, including the actual filing of the final dissertation.
- c. Postdoctoral fellows/trainees are not university employees and are appointed to non-university service positions.
- d. Postdoctoral research associates who are trainees in the school/college's Pathway to Nursing Faculty Program are eligible to apply for WNEP funds.
- e. Applicants must be U.S. citizen or permanent resident and a Wisconsin Residents

- f. Postdoctoral appointments are full-time, 12-month positions for a 1-year term, with the possibility of renewal for a second term.
- g. All postdoctoral fellows/trainees are required to fulfill a 3-year teaching commitment at an approved (non-profit, accredited) Wisconsin nursing program that participates in ANEW.

2. Process

- a. Eligible school/college verifies eligibility and commitment to nursing faculty role.
- b. Eligible school/college will submit a signed appointment letter and other required documentation (e.g., promissory note, etc.) to HEAB while maintaining a documentation file for each postdoctoral appointee.
- c. Upon HEAB approval, appointees will receive allocated funds at the beginning of the fall and spring semester directly from HEAB.
- d. Appointees should evaluate the tax implications associated with WNEP funds.
- e. Appointees are eligible to reapply for additional funds to support a second year of postdoctoral training. Applications should occur as soon as possible for consideration, keeping in mind that funds may be limited.
- f. Inability to successfully fulfill the postdoctoral appointment will result in financial loan payback.

3. Teaching requirement/commitment

- a. Teaching requirement must be completed at an eligible WI nursing school/college. Individuals can verify eligibility with the school/college or with HEAB.
- b. Annually, after the postdoc and while completing the teaching requirement, fund recipients must provide HEAB with the employer verification form.
- c. The teaching commitment requires 3 years full-time or 6 years part-time employment as an educator. Criteria for full and part-time employment is defined by the school/college of nursing where the individual is employed. Part-time employment must be at least equivalent to 0.5 FTE. Inability to fulfill the teaching requirement will result in financial loan payback.

Faculty Hire Program

Eligibility

- a. Faculty with advanced degrees (MSN, DNP, or PhD) are eligible.
- b. Prior WNEP awardees of HEAB funds (MSN-Education, DNP, PhD, Post Doc) are not eligible.
- c. Faculty hires from in state or out of state will be considered for funding. To receive funding applicants will need to move permanently to Wisconsin if not already a resident.
- d. Current faculty who transition from a part-time to full-time faculty position are eligible.
- e. Individuals who are new to a full-time academic teaching role (e.g. coming from practice to academia) or returning to a full-time academic teaching role after at least one year in a non-academic teaching position and have remaining nursing education debt qualify.
- f. If the faculty is enrolled in a federal loan forgiveness program, they are not eligible for the WNEP.
- g. Depending on loan amount, recipients will receive repayment assistance up to the maximum of \$50,000 (DNP/PhD prepared) or \$30,000 (MSN prepared); and receive 1/3 of the amount at the end of each of the three years of the teaching commitment.
- h. Applications for loan repayment assistance are available on the HEAB website and can be submitted and reviewed on a rolling basis.

Process

- a. Eligible school/college verifies eligibility and commitment to nursing faculty role.
- b. Applicants are responsible for ensuring submission of required documentation to HEAB for example a signed appointment letter from the school/college, promissory notes, etc.
- c. Upon HEAB approval, faculty will receive allocated funds at the end of each AY from HEAB.
- d. Appointees should be aware of the tax implications associated with WNEP funds.

Teaching requirement/commitment

- a. Teaching requirement must be completed at an eligible WI nursing school/college. Individuals can verify eligibility with the school/college or with HEAB.
- b. Appointee will provide HEAB with an employment verification form signed and dated by the employer (form available from HEAB). Recipient will submit forms annually for three years to HEAB when hired in a full-time faculty role to document the process of fulfilling the three-year required teaching commitment.
- c. The teaching commitment for full-time faculty is three years.
- d. Inability to fulfill the teaching requirement will result in loss of future loan repayment funds from the WI Nurse Educator Funds.