



NURSING SCHOLARSHIP PROGRAMS 2022 GUIDELINES

Developed by:

Virginia Department of Health
Office of Health Equity



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Nursing Scholarship Programs Policy

GENERAL INFORMATION

Purpose

To provide guidance of the policy for the nursing scholarship programs administered by the Virginia Department of Health, Office of Health Equity (VDH-OHE).

Introduction

Virginia appreciates and thanks all of its nurses as they work to provide quality patient care across the Commonwealth. The VDH-OHE offers several non-taxed scholarship opportunities to help nurses pay for nursing education. These programs not only assist with paying for nursing education, but also afford individuals an opportunity to become part of a community and provide care to deserving Virginians.

Awards for all programs administered by VDH are made competitively and limited to available funding. Priority for awards is given to candidates providing medical services in Virginia's most underserved areas.

Legislative Authority

The administration of the Nursing Scholarship Programs is authorized by and consistent with Sections 23-35.9, 23-35.10, 23-35.11, 23-35.12, 23-35.13, 32.1-122.5, 32.1-122.6:01, 32.1-122.6:02, and 32.1-122.20 of the Code of Virginia; as well as program regulations contained in 12 VAC5 Chapters 510, 542, and 545 of the Virginia Administrative Code, and 42. CFR Part 5 of the Federal Code.

Definitions

- a. Award: To confer or bestow as being deserved or merited or needed
- b. Commissioner: The Virginia State Health Commissioner
- c. Contract: Legal agreement between VDH and Nursing Scholarship Recipients
- d. Licensed Practical Nurse (LPN): A person who has undergone training and obtained a license (as from a state) conferring authorization to provide routine care for the sick
- e. Registered Nurse (RN): A graduate trained nurse who has been licensed by a state authority after qualifying for registration
- f. Certified Nurses Assistant: A graduate trained CNA who has been licensed by a state authority after qualifying for registration
- g. Verification of Employment (VOE): Documented proof from an employer that the nursing
- h. Teaching: To teach as a nurse educator in a Virginia nursing school for two years for each year of a scholarship award.
- i. Verification of certification (VOC) scholarship recipient complies with his/her contractual service obligation
- j. Default: A failure to complete the required service obligation
- k. Waiver: Request to cease or eliminate a service obligation completely
- l. Variance: Request to alter the conditions of an existing contract between the VDH and a nursing scholarship recipient

History

For 23 years, the late Mary Marshall was a Virginia state legislator known for having a particular interest in health-related issues. She introduced countless measures to promote professionalism in health care, chaired legislative committees, and served on many commissions and task forces concerned with regulating health professions. Del. Marshall was especially interested in the nursing profession. Among the bills she sponsored was establishing a scholarship fund for nursing students during a time when there was a shortage of qualified nurses in the Commonwealth of Virginia. Since 1958, the General Assembly has been appropriating funds to provide scholarships for Virginia students enrolled in nursing education programs.

Following her retirement from the General Assembly in 1992, Gov. L. Douglas Wilder appointed Mrs. Marshall to the Board of Health Professions. Mrs. Marshall was preparing for her first board meeting. Unfortunately, she was injured in a fall at her home and died a few days later. To honor Mrs. Marshall and to recognize her many contributions to nursing and other health professions, the Board of Nursing voted in January 1993 to name the scholarship the Mary A. Marshall Nursing Scholarship Fund. The fund is financed partly by a \$1 fee paid by nurses licensed by the Board of Nursing, and the Board of Health awards the scholarships.

PROGRAM INFORMATION

Programs

Scholarships pay only for coursework within the nursing curriculum for which the recipient is funded; it does not pay for pre-requisite coursework. The expense for coursework applied to another degree will not be paid nor be considered when determining eligibility for a living expense stipend. Applicants who default on other educational loans and/or scholarships received from state or federal funds or who have other outstanding debt to the state of Virginia are not eligible to receive these scholarship funds. All awards are non-taxable. It is the applicant's responsibility to notify program staff if any information on their application changes. An application does not guarantee a scholarship. There are currently four scholarship opportunities available for nursing students accepted or enrolled in programs:

- Mary Marshall Nursing Scholarship for Certified Nurses Assistants
- Mary Marshall Nursing Scholarship for Licensed Practical Nurses
- Mary Marshall Nursing Scholarship for Registered Nurses
- Virginia Nurse Practitioner/Nurse Midwife Scholarship Program
- Virginia Nurse Educator Scholarship Program
- Long-Term Care Scholarship for Certified Nurses Assistants
- Long-Term Care Scholarship for Licensed Practical Nurses
- Long-Term Care Scholarship for Registered Nurses

I. Mary Marshall Nursing Scholarship for Certified Nurses Assistants

The Mary Marshall Nursing Scholarship Program is for students that are residents of Virginia and enrolled in or graduated from the Certified Nurses Assistant (CNA) program. CNA programs include 120 hours of education (40 hours), are clinical, and pass the National Nurse Aide Assessment leading to licensure in Virginia. The Virginia Department of Health (VDH)-Office of Health Equity (OHE)-Health Workforce serves as the staff element of the Advisory Committee. It plays no role in the determination of scholarship recipients. Instead, the Advisory

Committee recommends the award selection to the State Commissioner of Health due to scholastic attainment, financial need, character, and adaptability to the nursing profession.

Eligibility

U.S. citizen or National

Residency in VA for at least one year

Eligible for in-state tuition

Must possess a high school diploma or GED

Acceptance/enrollment as a full or part-time student in a CNA school of nursing in VA or must graduate from an approved CNA program in Virginia.

Must provide a proof invoice or payment Submission of a completed application and verification of certification form

Application

The application includes a checklist, which must be reviewed thoroughly and submitted as part of a completed application, along with all required materials. Incomplete applications will not be considered for an award, and failure to comply with any application requirements will result in the applicant being ineligible for the award. The application open period is done on a rolling basis each year. Applications and any additional required documents must be uploaded via the online database

Checklist

This checklist must be reviewed thoroughly. Incomplete applications will not be considered for an award, and failure to comply with any of these application requirements will result in the applicant being ineligible for an award.

This addition to the Mary Marshall Nursing scholarship program is for students enrolled in or who graduated from an approved Certified Nurses Assistant program. CNA programs include 120 hours of education (40 hours are clinical and passing the National Nurse Aide Assessment leading to licensure in Virginia. Under the law, an Advisory Committee appointed by the State Board of Health makes all scholarship awards. The Office of Health Equity of the State Health Department serves as the staff element of the Advisory Committee and has no role in the determination of scholarship recipients. Instead, the Advisory Committee establishes the basis for determining scholarship recipients with due regard given scholastic attainment, character, and adaptability to the nursing profession.

- Applicants must be United States citizens, National, hold an immigration visa, or be classified as a political refugee as verified by a social security number included in the application. Persons with a temporary or student visa are not eligible.
- Applicants must be a resident of the State of Virginia for at least one year. Verification must prove that the applicant has lived in VA for at least one year (ex. Renewal date on driver's license, previous year on the voter registration card, motor vehicle registration/employment records/deed of property/ sources of financial support, etc. if they reflect multiple years). Please provide one of the following appropriate verification forms: 1.) State Income Tax record or statement 2.) Driver's license with renewal information 3.) Voter registration card 4.) Motor vehicle registration 5.) Employment record or 6.) Ownership of real property
- Applicant must attach a verification certification form from the employer

- Applicant must attach proof of payment of CNA schooling or proof of bill to be paid
- Applicant must have completed a CNA program within one year or enrolled in /attending a CNA program

Applications must have all appropriate documents attached.

- Proof of Virginia residency
- Proof of citizenship
- Proof of Virginia CNA license
- Proof of Social security Card
- Verification of certification from employer/potential employer

Selection

In 1974, an Advisory Board was appointed and delegated the responsibilities as prescribed in the Code of Virginia §23.35.9. The Advisory Committee shall be made up of the following:

- Four (4) members shall be deans or directors of schools of nursing or their designee
- Two (2) members shall be past recipients of nursing scholarships (preferably 1 RN and 1 LPN)
- Two (2) members shall have experience in the administration of student financial aid programs.
- Appointments are for two-year terms. No committee member shall be eligible to serve more than two successive terms in addition to the portion of any unexpired term for which such member was appointed.

Eligible applications are copied, distributed, and mailed by VDH-OHE to Committee members via an online database for scoring before the Advisory Meeting. Annual committee meetings are held between early August and mid-September. Advisory Committee Members meet to review and recommend the Commissioner for the current year's scholarship awards. The committee's recommendations are sent to Commissioner for review by VDH-OHE staff. Upon approval, the VDH support staff sends an email to the chosen applicants with a contract copy to review to ensure that the applicant is prepared to accept the award with the contractual requirements. Once the applicant agrees with the award, an award letter and contract are sent via an online database to the recipient.

Scholarship Amount

Scholarship amounts vary based on the Advisory Committee's decision. Awards depend upon funds appropriated by the VA General Assembly, money collected by the Board of Nursing, and the number of qualified applicants.

Scholarship Conditions

- One year of full-time employment as a nurse in the Commonwealth of Virginia is an obligation for every award of up to \$1000 of scholarship money.
- Begin full-time employment within 60 days of graduation date or show proof of employment within 60 days of award already licensed
- Voluntary military service cannot be used to repay scholarship awards
- The scholarship contract will state any other conditions and requirements not covered by this document.

II. Mary Marshall Nursing Scholarship for Licensed Practical Nurses

Mary Marshall Nursing scholarships are for students enrolled in undergraduate nursing programs. Undergraduate nursing programs are defined as those nursing programs leading to a diploma, an associate degree, or a baccalaureate degree in nursing. Under the law, an Advisory Committee appointed by the State Board of Health makes all scholarship awards. The VDH-OHE serves as the staff element of the Advisory Committee and has no role in determining scholarship recipients. The Advisory Committee establishes the basis for determining scholarship recipients regarding scholastic attainment, financial need, character, and adaptability to the nursing profession.

Eligibility

- U.S. citizen or National
- Residency in VA for at least one year
- Eligible for in-state tuition
- Must possess a high school diploma or GED
- Acceptance/enrollment as a full or part-time student in an LPN school of nursing in VA
- Cumulative GPA of at least 2.50 on a 4.00 scale
- Must demonstrate a financial need that is verified by the office of financial assistance at the applicant's school
- Submission of a completed application and recommendation from the program director

Application

The application includes a checklist, which must be reviewed thoroughly and submitted as part of a completed application, along with all required materials. Incomplete applications will not be considered for an award, and failure to comply with any application requirements will result in the applicant being ineligible for the award. The application open period is May 1 to June 30 for the fall academic year. Applications are not accepted prior to May 1, and must be received via the online database by June 30. Applications and any additional required documents must be uploaded via the online database

Checklist

- Applicant must be a United States Citizen, National, hold an immigration visa, or be classified as a political refugee as verified by a social security number included in the application. Persons with a temporary or student visa are not eligible.
- Applicant must be a resident of the State of Virginia for at least one year. Verification must prove that the applicant has lived in VA for at least one year (ex. Renewal date on driver's license, previous year on the voter registration card, motor vehicle registration/employment records/deed of property/ sources of financial support, etc. if they reflect multiple years). Please provide one of the following appropriate verification forms: 1.) State Income Tax record or statement 2.) Driver's license with renewal information 3.) Voter registration card 4.) Motor vehicle registration 5.) Employment record 6.) Ownership of real property 7.) Financial support records.
- Applicant must attach a one-page Narrative Summary. "Narrative Summary" must be typed at the top of the page. In addition, the applicant should sign and date at the bottom of the page. (The Narrative Summary will not be accepted if not submitted as stated above.) In one page or less, the summary must briefly explain the significance of the

Mary Marshall Nursing Scholarship in pursuing his/her educational goals, any school/community activities, and any skill-set pertinent to the nursing profession. In addition, the applicant must consider including plans for professional practice in Virginia following graduation. It will not be accepted if the Narrative Summary exceeds the one-page limit.

- Applicant must be accepted to or enrolled in a school of nursing in the State of Virginia, which the State Board of Nursing approves. In addition, the applicant must have the Dean/Director/Chair of the Applicant's School of Nursing complete the appropriate section of the application, provide an original signature, and have it returned to him/her to be submitted with the application. The application will not be accepted if the appropriate section is not submitted with the application.
- Applicant must attach an official transcript of grades from all schools attended. The transcript will not be accepted if it is not submitted with the application. In addition, the applicant must demonstrate a cumulative grade point average (GPA) of at least 2.5 if currently enrolled in and attending a nursing program.
- Applicant must demonstrate financial need verified by a Financial Aid Officer/authorized person. The applicant must file one or more of the following: 1) the Financial Aid Form (FAF) of the College Scholarship Service, 2) the Family Financial Statement (FFS) of the American College Testing, or 3) the Free Application for Federal Student Aid (FAFSA) with the institution they are attending or will attend for determination of financial need. The recommendation of the Financial Aid Officer must be based upon one of the three above-referenced need analysis documents. It must include a specific dollar amount determined to be the applicant's financial need. The Financial Aid Officer/Authorized Person must provide original signatures in appropriate section of the application.
- Applications must be submitted via the online portal.

Selection

In 1974, an Advisory Board was appointed and delegated the responsibilities as prescribed in the Code of Virginia §23.35.9. The Advisory Committee shall be made up of the following:

- Four (4) members shall be deans or directors of schools of nursing or their designee
- Two (2) members shall be past recipients of nursing scholarships (preferably 1 RN and 1 LPN)
- Two (2) members shall have experience in the administration of student financial aid programs.
- Appointments are for two-year terms. No committee member shall be eligible to serve more than two successive terms in addition to the portion of any unexpired term for which such member was appointed.

Eligible applications are copied, distributed, and mailed by VDH-OHE to Committee members via the online database for scoring before the Advisory Meeting. Annual committee meetings are held between early August and mid-September. Advisory Committee Members meet to review and recommend the Commissioner for the current year's scholarship awards. The committee's recommendations are sent to Commissioner for review by VDH-OHE staff. Upon approval, the VDH support staff sends an email to the chosen applicants with a contract copy to review to ensure that the applicant is prepared to accept the award with the contractual requirements. Once the applicant accepts the award, an award letter and contract are sent via an online database to the recipient.

Scholarship Amount

Scholarship amounts vary based on the Advisory Committee's decision. Awards depend upon funds appropriated by the VA General Assembly, money collected by the Board of Nursing, and the number of qualified applicants.

Scholarship Conditions

- The obligation is one year of full-time employment as a nurse in the Commonwealth of Virginia for every \$2000 scholarship money awarded.
- Begin full-time employment within 60 days of graduation date
- Voluntary military service cannot be used to repay scholarship awards
- The scholarship contract will state any other conditions and requirements not covered by this document.

III. Mary Marshall Nursing Scholarship for Registered Nurses

Mary Marshall Nursing scholarships are for students enrolled in undergraduate nursing programs. Undergraduate nursing programs are defined as those leading to a diploma, an associate degree, or a baccalaureate degree in nursing. Under the law, an Advisory Committee appointed by the State Board of Health makes all scholarship awards. The VDH-OHE serves as the staff element of the Advisory Committee and has no role in determining scholarship recipients. The Advisory Committee establishes the basis for determining scholarship recipients regarding scholastic attainment, financial need, character, and adaptability to the nursing profession.

Eligibility

- U.S. citizen or National
- Residency in VA for at least one year
- Eligible for in-state tuition
- Acceptance/enrollment as a full or part-time student in an RN school of nursing in VA
- Cumulative GPA of at least 2.50 on a 4.00 scale
- Must demonstrate a financial need that is verified by the office of financial assistance at the applicant's school
- Submission of a completed application and recommendation from the program director

Application

The application includes a checklist, which must be reviewed thoroughly and submitted as part of a completed application, along with all required materials. Incomplete applications will not be considered for an award, and failure to comply with any application requirements will result in the applicant being ineligible for the award. The application open period is May 1 to June 30 for the fall academic year. Applications are not accepted prior to May 1, and must be received via the online database by June 30. Applications and any additional required documents must be uploaded via the online database

Checklist

- Applicant must be a United States Citizen, National, hold an immigration visa, or be classified as a political refugee as verified by a social security number included in the application. Persons with a temporary or student visa are not eligible.
- Applicant must be a resident of the State of Virginia for at least one year. Verification must prove that the applicant has lived in Virginia for at least one year (ex. Renewal date on driver's license, previous year on the voter registration card, motor vehicle registration/employment records/deed of property/ sources of financial support, etc. if they reflect multiple years). Please provide one of the following appropriate verification forms: 1.) State Income Tax record or statement 2.) Driver's license with renewal information 3.) Voter registration card 4.) Motor vehicle registration 5.) Employment record 6.) Ownership of real property 7.) Financial support records.
- Applicant must attach a one-page Narrative Summary. "Narrative Summary" must be typed at the top of the page. In addition, the applicant should sign and date at the bottom of the page. (The Narrative Summary will not be accepted if not submitted as stated above.) In one page or less, the summary must briefly explain the significance of the Mary Marshall Nursing Scholarship in pursuing his/her educational goals, any school/community activities, and any skill-set pertinent to the nursing profession. In addition, the applicant must consider including plans for professional practice in Virginia following graduation. It will not be accepted if the Narrative Summary exceeds the one-page limit.
 - Applicant must be accepted to or enrolled in a school of nursing in the State of Virginia, approved by the State Board of Nursing. In addition, the applicant must have the Dean/Director/Chair of the Applicant's School of Nursing complete the appropriate section of the application, provide an original signature, and have it returned to him/her to be submitted with the application. The application will not be accepted if the appropriate section is not submitted with the application.
 - Applicant must attach an official transcript of grades from all schools attended. The transcript will not be accepted if it is not submitted with the application. In addition, the applicant must demonstrate a cumulative grade point average of at least 2.5 if currently enrolled in and attending a nursing program.
 - Applicant must demonstrate financial need verified by a Financial Aid Officer or Authorized Personnel. The applicant must file one or more of the following: 1) the Financial Aid Form (FAF) of the College Scholarship Service, 2) the Family Financial Statement (FFS) of the American College Testing, or 3) the Free Application for Federal Student Aid (FAFSA) with the institution they are attending or will attend to determine financial need. The recommendation of the Financial Aid Officer or Authorized Personnel must be based on one of the three referenced need analysis documents. It must include a specific dollar amount determined to be the applicant's financial need. The Financial Aid Officer or Authorized Personnel must provide original signatures in appropriate section of the application.
 - Applications must be submitted via the online portal. Applicants are advised to keep a copy for their records.

Selection

In 1974, an Advisory Board was appointed and delegated the responsibilities as prescribed in the Code of Virginia §23.35.9. The Advisory Committee shall be made up of the following:

- Four (4) members shall be deans or directors of schools of nursing or their designee
- Two (2) members shall be past recipients of nursing scholarships (preferably 1 RN and 1 LPN)
- Two (2) members shall have experience in the administration of student financial aid programs.
- Appointments are for two-year terms. No committee member shall be eligible to serve more than two successive terms in addition to the portion of any unexpired term for which such member was appointed.

Eligible applications are copied, distributed, and mailed by VDH-OHE to Committee members via an online database for scoring before the Advisory Meeting. Annual committee meetings are held between early August and mid-September. Advisory Committee Members meet to review and recommend the Commissioner for the current year's scholarship awards. The committee's recommendations are sent to Commissioner for review by VDH-OHE staff. Upon approval, the VDH support staff sends an email to the chosen applicants, with a copy of a contract to review to assure that the applicant is prepared to accept the award with the contractual requirements. Once the applicant accepts the award, an award letter and contract are sent via an online database to the recipient.

Scholarship Amount

Scholarship amounts vary based on the Advisory Committee's decision. Awards depend upon funds appropriated by the VA General Assembly, money collected by the Board of Nursing, and the number of qualified applicants.

Scholarship Conditions

The obligation is one year of full-time employment as a nurse in the Commonwealth of Virginia for every \$2000 scholarship money awarded.

Begin full-time employment within 60 days of graduation date

Voluntary military service cannot be used to repay scholarship awards

The scholarship contract will state any other conditions and requirements not covered by this document.

IV. Virginia Nurse Practitioner/Nurse Midwife Scholarship Program

The Nurse Practitioner/Nurse Midwife Scholarship Program provides scholarship awards to students who agree to practice full-time as a Nurse Practitioner or Nurse Midwife in a Virginia Medically Underserved Area (VMUA) or Health Professional Shortage Area (HPSA). A Nursing Scholarship Committee, appointed by the State Board of Health, makes all awards. VDH-OHE serves as the staff element of the Nursing Scholarship Committee and has no role in determining scholarships awarded to recipients. The Nursing Scholarship Committee establishes the guidelines for scholarship awards to recipients. Preference for the scholarship award shall be given to residents of the Commonwealth of Virginia who are minority students; students enrolled in Family Practice, Obstetrics, Gynecology, Pediatrics, Adult Health, and Geriatric Nurse Practitioner Programs. Participants residing in MUAs, as determined by the Board of Health, will also be given preference.

Eligibility

- Residency in VA for at least one year
- Acceptance/enrollment as a full or part-time student in a practical school of nursing
- Submission of a completed application and other required materials

Application

The application includes a checklist, which must be reviewed thoroughly and submitted as part of a completed application, along with all required materials. Incomplete applications will not be considered for an award, and failure to comply with any application requirements will result in the applicant being ineligible for the award. The application open period is September 1 to November 30 for the fall academic year. Applications are not accepted prior to September 1, and must be received via the online database by November 30. Applications and any additional required documents must be uploaded via the online database

Checklist

- Applicant must be a United States Citizen, National, hold an immigration visa, or be classified as a political refugee as verified by a social security number included in the application. Persons with a temporary or student visa are not eligible.
- Applicant must be a resident of the State of Virginia for at least one year. Verification must prove that the applicant has lived in Virginia for at least one year (ex. Renewal date on driver's license, previous year on the voter registration card, motor vehicle registration/employment records/deed of property/ sources of financial support, etc. if they reflect multiple years). Please provide one of the following appropriate verification forms: 1.) State Income Tax record or statement 2.) Driver's license with renewal information 3.) Voter registration card 4.) Motor vehicle registration 5.) Employment record 6.) Ownership of real property 7.) Financial support records.
- Applicant must attach a one-page Narrative Summary. "Narrative Summary" must be typed at the top of the page. In addition, the applicant should sign and date at the bottom of the page. (The Narrative Summary will not be accepted if not submitted as stated above.) In one page or less, the summary must briefly explain the significance of the Virginia Nurse Practitioner/Nurse Midwife Scholarship in pursuing the applicant's educational goals, school/community activities, and skill-set pertinent to the nursing profession. It will not be accepted if the Narrative Summary exceeds the one-page limit. Please include:
 - Scholastic attainment
 - Character attributes and adaptability to the nurse practitioner/nurse midwife profession
 - Plans for practicing in Virginia following graduation
 - Any specializations in the following areas: family practice, obstetrics and gynecology, pediatrics, adult health, and geriatric nurse practitioner programs.
 - School and/or community activities
 - Any skill sets pertinent to the profession.
 - Applicant must be accepted to or enrolled in a school of nursing in the State of Virginia, which the State Board approves of Nursing. In addition, the applicant must have the Dean/Director/Chair of the Applicant's School of Nursing complete the appropriate section of the application, provide an original signature, and have it returned to him/her to be submitted with the application. The application will not be accepted if the appropriate section it is not submitted with the application.

- Applicant must attach an official transcript of grades from all schools attended. The transcript will not be accepted if it is not submitted with the application. In addition, the applicant must demonstrate a cumulative Grade Point Average (GPA) of at least 2.5 if currently enrolled in and attending a nursing program.
- Applications must be submitted via the online portal. Applicants are advised to keep a copy for their records.

Selection

The NP/NM/NE program, in accordance with Virginia Administrative Code 12VAC5 Chapters 542 and 545 and Virginia Code 32.1-122.20, 32.1-122.5, 32.1-122.6:01 and 32.1-122.6:02 states that the Commissioner shall act as a fiscal agent for the Board in the administration of the scholarship program through a Nursing Scholarship Committee. A Nursing Scholarship Committee, appointed by the State Board of Health, makes all scholarship awards. The Nursing Scholarship Committee shall consist of:

- Four (4) faculty members representing nurse practitioner or nurse midwife programs and nurse education programs
- One (1) nurse practitioner actively engaged in practice
- One (1) former NP/NM scholarship recipient
- One (1) former NE scholarship recipient

Eligible applications are copied, distributed, and mailed by VDH-OHE to Committee members via an online database for scoring before the Advisory Meeting. Annual committee meetings are held between early August and mid-September. Advisory Committee Members meet to review and recommend the Commissioner for the current year's scholarship awards. The committee's recommendations are sent to Commissioner for review by VDH-OHE staff. Upon approval, the VDH support staff sends an email to the chosen applicants, with a copy of a contract to review to assure that the applicant is prepared to accept the award with the contractual requirements. Once the applicant accepts the award, an award letter and contract are sent via an online database to the recipient.

Scholarship Amount

Scholarship amounts vary based on the Advisory Committee's decision. Awards are dependent upon funds appropriated by the VA General Assembly.

Scholarship Conditions

- The obligation is one year of full-time continuous employment in a Virginia Medically Underserved Area (VMUA) for each year a scholarship is received.
- Practice facility must accept Medicare/Medicaid or other healthcare reimbursement programs.
- Full-time employment must begin within two years of the graduation date
- The scholarship contract will state any other conditions and requirements not covered by this document.

V. Virginia's Nurse Educator Scholarship Program

The Nurse Educator Scholarship Program is intended for part-time and full-time masters and doctoral level nursing students. An Advisory Committee appointed by VDH-OHE makes all scholarship awards serve as the staff element to the Advisory Committee and has no role in determining scholarship recipients. The Advisory Committee recommends the award selection criteria to the Commissioner. Awards are based on scholastic attainment, financial need, character, and adaptability to the Nurse Educator specialty.

Eligibility

- Residency in VA for at least one year
- Full or part-time graduate students in a master's or doctoral program
- Submission of a completed application and other required materials

Application

The application includes a checklist, which must be reviewed thoroughly and submitted as part of a completed application, along with all required materials. Incomplete applications will not be considered for an award, and failure to comply with any application requirements will result in the applicant being ineligible for the award. The application open period is September 1 to November 30 for the fall academic year. Applications are not accepted prior to September 1, and must be received via the online database by November 30. Applications and any additional required documents must be uploaded via the online database

Checklist

- Applicant must be a United States Citizen, National, hold an immigration visa, or be classified as a political refugee as verified by a social security number included in the application. Persons with a temporary or student visa are not eligible.
- Applicant must be a resident of the State of Virginia for at least one year. Verification must prove that the applicant has lived in VA for at least one year (ex. Renewal date on driver's license, previous year on the voter registration card, motor vehicle registration/employment records/deed of property/ sources of financial support, etc. if they reflect multiple years). Please provide one of the following appropriate verification forms: 1.) State Income Tax record or statement 2.) Driver's license with renewal information 3.) Voter registration card 4.) Motor vehicle registration 5.) Employment record 6.) Ownership of real property 7.) Financial support records.
- Applicant must attach a one-page Narrative Summary. "Narrative Summary" must be typed at the top of the page. In addition, the applicant should sign and date at the bottom of the page. (The Narrative Summary will not be accepted if not submitted as stated above.) In one page or less, the summary must briefly explain the applicant's personal and professional interest in nursing and nursing education. In addition, the applicant should describe an interest and willingness to teach in Virginia, including the type of educational program/institution and plans for professional practice in Virginia following graduation. It will not be accepted if the Narrative Summary exceeds the one-page limit.
- Applicant must be accepted to or enrolled in a master's or doctoral level nursing program (full or part-time) in the State of Virginia and completed the degree requirements within

two years or less. In addition, the applicant must have the Dean/Director/Chair of the Applicant's School of Nursing complete appropriate section of the application, provide an original signature, and have it returned to him/her to be submitted with the application. The application will not be accepted if the appropriate section is not submitted with the application.

- Applicant must complete the appropriate section and attach two (2) letters of reference in separate sealed envelopes with the references' signatures across the seal. At least one reference letter must be from a former faculty member or teacher. Request references in advance and include them with the application package. Letters of reference will not be accepted separately.
- Applicant must attach curriculum vitae or resume.
- Applicant must submit a current official transcript of grades from all schools attended with the application. Request transcripts in advance and include them with the application. If the applicant is already enrolled and has started the graduate nursing program, the applicant must provide transcripts that demonstrate satisfactory academic progress. Official transcripts will not be accepted separately.
- If applicable, the applicant must demonstrate financial need verified by a Financial Aid Officer or Authorized Personnel. The applicant must file one or more of the following: 1) Financial Aid Form (FAF) of the College Scholarship Service, 2) The Family Financial Statement (FFS) of the American College Testing, or 3) The Free Application for Federal Student Aid (FAFSA) with the institution the applicant is attending or will attend to determine financial need. The recommendation of the Financial Aid Officer or Authorized Personnel must be based on one of the three referenced need analysis documents. It must include a specific dollar amount that reflects the applicant's financial need. The Financial Aid Officer or Authorized Personnel must provide original signatures in the appropriate section of the application.
- Applications must be submitted via the online portal. Applicants are advised to keep a copy for their records.

Selection

The NP/NM/NE program, in accordance with Virginia Administrative Code 12VAC5 Chapters 542 and 545 and Virginia Code 32.1-122.20, 32.1-122.5, 32.1-122.6:01 and 32.1-122.6:02 states that the Commissioner shall act as a fiscal agent for the Board to administer the scholarship program through a Nursing Scholarship Committee. A Nursing Scholarship Committee, appointed by the State Board of Health, makes all scholarship awards. The Nursing Scholarship Committee shall consist of:

- Four (4) faculty members representing nurse practitioner or nurse midwife programs and nurse education programs
- One (1) nurse practitioner actively engaged in practice
- One (1) former NP/NM scholarship recipient
- One (1) former NE scholarship recipient

Eligible applications are copied, distributed, and mailed by VDH-OHE to Committee members via an online database for scoring before the Advisory Meeting. Annual committee meetings are

held early January. Advisory Committee Members meet to review and recommend the Commissioner for the current year's scholarship awards. The committee's recommendations are sent to Commissioner for review by VDH-OHE staff. Upon approval, the VDH support staff sends an email to the chosen applicants, with a copy of a contract to review to assure that the applicant is prepared to accept the award with the contractual requirements. Once the applicant accepts the award, an award letter and contract are sent via an online database to the recipient.

Scholarship Amount

The recipient will receive up to \$20,000 per year for up to two years while completing coursework. Scholarship amounts vary based on the Advisory Committee's decision.

Scholarship Conditions

- The obligation is two years of full-time continuous employment teaching in a nursing school in VA for every year a scholarship is received.
- Full-time employment must begin within 12 months of completing the educational program.
- The scholarship contract will state any other conditions and requirements not covered by this document.

VI. Long-Term Care Facility Nursing Scholarships (CNA/LPN/RN)

The Long-term care facility nursing scholarships are for students enrolled in undergraduate nursing programs. Undergraduate nursing programs are defined as those leading to a diploma, an associate degree, or a baccalaureate degree in nursing and include Registered Nurses (RNs), Licensed Practical Nurses (LPNs), and Certified Nurses' Aides (CNAs). Under the law, an Advisory Committee appointed by the State Board of Health makes all scholarship awards. The Office of Health Equity (OHE) of the State Health Department serves as the staff element of the Advisory Committee and has no role in the determination of scholarship recipients. The Advisory Committee establishes the basis for determining scholarship recipients regarding scholastic attainment, financial need, character, and adaptability to the nursing profession.

Eligibility

- U.S. citizen or National
- Residency in VA for at least one year
- Eligible for in-state tuition
- Must possess a high school diploma or GED
- Acceptance/enrollment as a full or part-time student in an LPN school of nursing in VA
- Cumulative GPA of at least 2.50 on a 4.00 scale
- Must demonstrate a financial need that is verified by the office of financial assistance at the applicant's school
- Submission of a completed application and recommendation from the program director

Application

The application includes a checklist, which must be reviewed thoroughly and submitted as part of a completed application, along with all required materials. Incomplete applications will not be considered for an award, and failure to comply with any application requirements will result in the applicant being ineligible for the award. The application open period is September 15 to November 30 for the fall academic year. Applications are not accepted prior to September 15,

and must be received via the online database by November 30. Applications and any additional required documents must be uploaded via the online database.

Checklist

- Applicant must be a United States Citizen, National, hold an immigration visa, or be classified as a political refugee as verified by a social security number included in the application. Persons with a temporary or student visa are not eligible.
- Applicant must be a resident of the State of Virginia for at least one year. Verification must prove that the applicant has lived in VA for at least one year (ex. Renewal date on driver's license, previous year on the voter registration card, motor vehicle registration/employment records/deed of property/ sources of financial support, etc., if they reflect multiple years). Please provide one of the following appropriate verification forms: 1.) State Income Tax record or statement 2.) Driver's license with renewal information 3.) Voter registration card 4.) Motor vehicle registration 5.) Employment record 6.) Ownership of real property 7.) Financial support records.
- Applicant must attach a one-page Narrative Summary. "Narrative Summary" must be typed at the top of the page. In addition, the applicant should sign and date at the bottom of the page. (The Narrative Summary will not be accepted if not submitted as stated above.) In one page or less, the summary must briefly explain the significance of the Long-term care facility nursing scholarship in pursuing his/her educational goals, any school/community activities, and any skill-set pertinent to the nursing profession. In addition, the applicant must consider including plans for professional practice in Virginia following graduation. It will not be accepted if the Narrative Summary exceeds the one-page limit.
 - Applicant must be accepted to or enrolled in a school of nursing in the State of Virginia, which the State Board approves of Nursing. In addition, the applicant must have the Dean/Director/Chair of the Applicant's School of Nursing complete the appropriate section of the application, provide an original signature, and have it returned to him/her to be submitted with the application. The application will not be accepted if the appropriate section is not submitted with the application.
 - Applicant must attach an official transcript of grades from all schools attended. The transcript will not be accepted if it is not submitted with the application. In addition, the applicant must demonstrate a cumulative grade point average (GPA) of at least 2.5 if currently enrolled in and attending a nursing program.
 - Applicant must demonstrate financial need verified by a Financial Aid Officer/authorized person. The applicant must file one or more of the following: 1) the Financial Aid Form (FAF) of the College Scholarship Service, 2) the Family Financial Statement (FFS) of the American College Testing, or 3) the Free Application for Federal Student Aid (FAFSA) with the institution they are attending or will attend for determination of financial need. The recommendation of the Financial Aid Officer must be based upon one of the three above-referenced need analysis documents. It must include a specific dollar amount determined to be the applicant's financial need. The Financial Aid Officer/Authorized Person must provide original signatures in the appropriate section of the application.

Selection

In 1974, an Advisory Board was appointed and delegated the responsibilities as prescribed in the Code of Virginia §23.35.9.

The Advisory Committee shall be made up of the following:

- Four (4) members shall be deans or directors of schools of nursing or their designee
- Two (2) members shall be past recipients of nursing scholarships (preferably 1 RN and 1 LPN)
- Two (2) members shall have experience in the administration of student financial aid programs.
- Appointments are for two-year terms. No committee member shall be eligible to serve more than two successive terms in addition to the portion of any unexpired term for which such member was appointed.

Eligible applications are copied, distributed, and mailed by VDH-OHE to Committee members via an online database for scoring before the Advisory Meeting. Annual committee meetings are held between early August and mid-September. Advisory Committee Members meet to review and recommend the Commissioner for the current year's scholarship awards. The committee's recommendations are sent to Commissioner for review by VDH-OHE staff. Upon approval, the VDH support staff sends an email to the chosen applicants, with a copy of a contract to review to assure that the applicant is prepared to accept the award with the contractual requirements. Once the applicant accepts the award, an award letter and contract are sent via an online database to the recipient.

Scholarship Amount

Scholarship amounts vary based on the Advisory Committee's decision. Awards depend upon funds appropriated by the VA General Assembly, money collected by the Board of Nursing, and the number of qualified applicants.

Scholarship Conditions

- The obligation is one year of full-time employment as a nurse in the Commonwealth of Virginia as a long-term facility nurse for every award of up to \$2000 of scholarship money.
- Begin full-time employment within 60 days of graduation date or show proof of employment within 60 days of award already licensed
- Voluntary military service cannot be used to repay scholarship awards
- The scholarship contract will state any other conditions and requirements not covered by this document.

VII. RECIPIENT RESPONSIBILITIES

Upon graduation, the participant must obtain employment within the agreed-upon timeframe stated in the scholarship contract. The first VOE is required to show proof of the first 30 days of employment after the contract execution date determined by the date of the Commissioner's signature.

Change

- Each participant shall promptly notify the department in writing within 30 days if any of the following events occur:

- Participant changes name
- Participant changes address
- Participant changes practice site (participant is required to request and obtain in writing prior approval of changes in practice site)
- Participant no longer wishes to fulfill service obligation as a nurse in the Commonwealth.
- Participant elects to replay the full scholarship amount.

VOE

Per Section 12VAC5-510-70 (Mary Marshall), 12VAC5-542-140 (Nurse Practitioner/Nurse Midwife), and 12VAC5-545-90 (Nurse Educator): Upon graduation, the recipient will notify VDH-OHE of plans for employment and the beginning date of employment. As of August 2012, the recipient must submit employment verification to VDH-OHE every six months after the initial VOE is sent until the work obligation is fulfilled. Prior to August 2012, Mary Marshall Nursing Scholarship Program contracts stated a VOE is required every four months.

Contractual Agreement

Prior to receiving scholarship funding for any academic year, recipients for all programs must sign a contract with the state of Virginia through VDH-OHE, agreeing to all scholarship conditions. This includes employment in Virginia as a licensed practical nurse, registered nurse, nurse practitioner, and nurse midwife or nurse educator.

Repayment of Scholarship Obligation

Any scholarship recipient unable to complete required education, licensure, and/or work requirements must, in accordance with the contract, reimburse the Commonwealth of Virginia upon default. This reimbursement must include the total amount of the scholarship awards plus interest. The interest rate will be calculated for the year the account goes into default status.

Deferment for Extreme Hardship

A suspension of the participant's nursing scholarship obligation may be granted at the Commissioner's discretion for up to one year. To qualify for a suspension, the participant shall document a medical condition or personal situation that temporarily complies with the obligation "impossible" or an "extreme hardship" such that enforcement would be against equity and good conscience. The Commissioner shall submit these requests in the form of a letter from the participant along with supporting documentation for consideration and final disposition.

Examples would be the terminal illness of an immediate family member for whom the participant is a caretaker or extended maternity leave due to medical complications.

The scholarship contract will state any other conditions and requirements not covered by this document.

BREACH OF CONTRACT

Transfer and/or Break in Service

A recipient who terminates service before completing his/her obligation is considered in breach of the terms of the contract. If a participant requires a transfer and there is a break in service between the initial eligible site, and the transfer site, credit for employment should not resume until the participant returns to the agreed full-time service obligation at an eligible site.

The participant shall submit a formal request to VDH-OHE for a contract modification in case of transfer or service break. When a service break occurs, the participant's service end date shall be extended, and a contract amendment should reflect the new end date. If a participant does not accept his or her reassignment/transfer, the individual shall be placed in default of his or her nursing scholarship program contract. The Commissioner shall submit these requests in the form of a letter from the participant along with supporting documentation for consideration and final disposition.

Default

Per Virginia Administrative Code §12VAC5-510-30, 12VAC5-542-80, and 12VAC5-545-70, a default occurs when conditions of the scholarship contract are not fulfilled, such as failure to meet service requirements, failure to engage in full-time employment, leaving the state or ceasing to engage in full-time nursing practice before all employment conditions of the scholarship award are fulfilled.

It is the scholarship recipient's responsibility to provide valid proof to VDH-OHE of compliance with service obligations. Default status will require the recipient to repay VDH the full amount of the scholarship plus interest and fees less any service obligation completed, or their account will be sent to collections. Fee amounts and interest rates will be calculated for the year the account goes into default status. Actual amounts will be specified on the scholarship contract and default payment contract.

Any recipient who disputes a determination of default shall send written notice to OFM. Within five days of receipt, OFM will provide written acknowledgment of receipt of the participant/recipient's notice of dispute and place the participant/recipient's account in contested status. OFM will send notification of the contested chart to VDH-OHE.

Variations

Variations are authorized by § 32.1-12 of the Code of Virginia, "Regulations, Variations, and Exemptions." The Board may make, adopt, promulgate and enforce such regulations and provide for reasonable variations and exemptions as necessary to carry out the provisions of this title and other laws of the Commonwealth administered by it, the Commissioner, or the Department. Each variation request is identified on an individual basis upon the request of the recipient.

The Commissioner may grant a variance if a thorough investigation reveals that the hardship imposed on the participant/recipient outweighs the benefits that the Commonwealth of Virginia may receive.

The participant/recipient who seeks a variance of service obligation shall request it in writing. This request should specify exactly what portion of the obligation needs to be altered and for what reason and include detailed plans for how the obligation will be fulfilled. To qualify for a variance to a nursing scholarship obligation, a participant shall document a medical condition or a personal situation that makes compliance with the obligation "impossible" or an "extreme hardship" such that enforcement would be against equality and good conscience. These requests shall be submitted in written form by the participant along with supporting documentation for consideration and final disposition by the Commissioner.

VDH-OHE staff will notify the participant/recipient via email or phone call of receipt of information and if any further information is required.

Waivers

Any participant or representative who seeks a waiver of service obligation shall request it in writing. The request shall be sent to the Commissioner.

The Commissioner shall act on any waiver request submitted within 30 calendar days of receipt of the request and all supporting materials. In the Commissioner's evaluation of a waiver request, the Commissioner shall only consider the following circumstances as permissible for waiver of service obligation:

- Death
- Permanent disability

The Commissioner may reject any participant's recipient's request for a waiver by sending a rejection notice to the applicant. The rejection notice shall be in writing and shall state the reasons for the rejection. The applicant may petition for a formal hearing within 30 calendar days to challenge the rejection pursuant to § 2.2-4020 of the Code of Virginia.

If the Commissioner proposes to grant a submitted waiver request, the participant/recipient shall be notified in writing of his/her decision. The effective date of a waiver shall be 15 calendar days following its issuance.

No participant/recipient may challenge the terms set forth in the waiver after 30 calendar days have elapsed from the date of issuance.

Contested Charts

Non-performance of service is considered a default or breach of contract under 12VAC5-510-30, 12VAC5-542-80, and 12VAC5-545-70. In addition, procedures have recently been created which allow a participant/recipient to dispute a determination of default of service obligation in cases where the debt of the participant/recipient has been referred to one or all of the following: Debt Set-Off Program through the Department of Taxation, Office of the Attorney General, and the appropriate credit reporting agencies.

Upon non-performance of the contractual Nursing Scholarship, service obligations include:

- Graduation from an accredited nursing program
- Engaging in full-time nursing practice within a stipulated amount of time
- Verifying appropriate employment every six months until the fulfillment of the service obligation

Tax

The VDH-OHE provides a non-taxed incentive to qualified Nursing Scholarship recipients. The VDH-OHE will not send any tax-related forms to recipients; however, if recipients receive a 1099 or other documents in error, they shall contact VDH-OHE immediately.

Bankruptcy

In case of default, the Commonwealth of Virginia shall be entitled to collect from the participant in addition to the amount then due and unpaid on this note, all legal costs of collection, including attorney's fees of 30% of such amount; therefore, debt cannot be written off with bankruptcy.

The scholarship contract will state any other individual conditions and requirements not covered by this document.

Contact Information

Information regarding the Virginia Nursing Scholarship Programs and other workforce incentive programs can be found at <https://www.vdh.virginia.gov/health-equity/incentive-programs/>.
Select programs here: <https://vdh.myoneflow.com/oneflow/ProgramSelection.aspx>.