

## Advance to LPN Scholarship Program Fact Sheet

Application windows for the Advance to LPN Scholarship Program are open periodically and subject to available funding. To learn if an application window is available in your area, check our [program webpage here](#).

<b>Program Description</b>	<p>The Advance to LPN Scholarship Program provides a supportive pathway for BAYADA caregivers to elevate their healthcare careers through obtaining their <i>first</i> nursing credential as a Licensed Practical Nurse or Registered Nurse. The program provides four aspects of support to caregivers while in nursing school:</p> <ul style="list-style-type: none"> <li>➤ <b>Scholarship:</b> Receive a scholarship to support nursing school tuition and expenses, with a post-graduation work commitment as a BAYADA nurse upon licensure.</li> <li>➤ <b>Personalized Support:</b> Benefit from one-on-one coaching and peer events to guide you every step of the way.</li> <li>➤ <b>Flexible Scheduling:</b> Continue earning while you learn with our adaptable work schedules.</li> <li>➤ <b>Career Advancement:</b> Fast-track your career with immediate entry into BAYADA's Nurse Residency Program upon licensure.</li> </ul>
<b>Scholarship Award</b>	<p>Scholarship award amounts vary by state. Accepted applicants will be presented with the scholarship award amounts available in their state to choose from. Each scholarship award amount presented to an accepted applicant will correspond to a post-graduation work commitment timeline at BAYADA. This information will be presented in the acceptance letter, and accepted applicants will have five business days to accept or decline their scholarship award. The total scholarship award amount paid to the awardee is dependent upon the amount of school tuition due and the amount of school expenses eligible for reimbursement. Awardees may receive <i>up to</i> the total award amount if the tuition due and/or school expenses eligible for reimbursement are substantiated in receipts and invoices.</p>
<b>Post Graduation Work Commitment</b>	<p>Participants must begin BAYADA's Nurse Residency Program (NRP) within four weeks after they graduate from their LPN or RN program and obtain their LPN or RN license, unless due to an approved leave. Participants must successfully complete NRP and work as a BAYADA home care nurse, completing 40 hours per week, for a period of not less than the work commitment timeline corresponding to their scholarship award amount.</p> <p><b>Please Note:</b> Participants must maintain in good standing with their BAYADA office to receive a recommendation to the Nurse Residency Program. Participants may be withdrawn if they do not maintain good standing with their BAYADA office.</p>
<b>Eligibility Criteria</b>	<p>Interested caregivers must meet the following criteria to apply:</p> <ul style="list-style-type: none"> <li>➤ Have been employed by BAYADA Home Health Care or a BAYADA affiliate for 90 days by the application deadline.</li> <li>➤ Maintain a work history that meets the minimum employment requirements set by your BAYADA office*. If your office does not have a specific requirement, you must have worked at least 20 hours per month by the application deadline and continue to meet this minimum throughout your participation in the program. * Please contact your BAYADA service office to confirm the specific work hour requirements that apply to you.</li> <li>➤ Be enrolled in a nursing program that is approved by the appropriate state regulatory body and leads to a credential that satisfies the requirements outlined by BAYADA in Policy 0-994 and Policy 0-11708.</li> <li>➤ Obtaining first nursing credential (not already an LPN/RN)</li> <li>➤ Willing to commit to BAYADA's Nurse Residency Program post-graduation for one (1) to two (2) years</li> </ul> <p><b>Please Note:</b> employment at BAYADA does not guarantee enrollment in the Advance to LPN Scholarship Program. If you are currently interviewing for an HHA role at BAYADA, you are not guaranteed enrollment in the Advance to LPN/RN Scholarship Program and will be required to go through our separate application process once you are an active employee.</p>
<b>Eligibility Screening</b>	<p>Interested caregivers who inquire about the program must complete an eligibility screening before you may apply. The eligibility screening will include a phone call with the program team and attending an Advance to LPN Program information session. Once the screening process is complete, you will be sent a follow-up email with the application and information on the next steps.</p>

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<b>Application</b>	<p>Program prospects must go through the application process to be considered for enrollment in the Advance to LPN Scholarship Program and employment at BAYADA <i>does not</i> guarantee enrollment in the Advance to LPN Scholarship Program.</p> <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Complete the interest form to submit an inquiry to the program team.</li> <li>2. Respond to and complete an eligibility screening phone call.</li> <li>3. Attend an Advance to LPN Program Information Session (info will be sent after screening call).</li> <li>4. Receive a link to complete the Advance to LPN application</li> <li>5. Complete a follow-up call with a Skilled Nursing Campus Recruiter to learn about hours and pay rates of a BAYADA nurse in your area.</li> <li>6. The Advance to LPN Program team emails the applicant's office director to request endorsement of the applicant, including verification of work history.</li> <li>7. Once the applicant's office endorsement* is received, their application and all supporting information will be submitted for scholarship committee review.</li> </ol> <p><i>*A recommendation from the office director is considered an endorsement of a scholarship candidate.</i></p>
<b>Scholarship Committee Review</b>	<p>The impartial scholarship committee reviews each application. Decisions to award scholarships are based on three (3) factors listed below. If any one of the following criteria is lacking, an application may be denied:</p> <ol style="list-style-type: none"> <li>a. Applicants must submit a complete application as outlined in the Eligibility section above.</li> <li>b. Funding must be available for the applicant. Scholarships are contingent on external grant funding, and these grants have eligibility restrictions for potential awardees. (For example, but not limited to): <ul style="list-style-type: none"> <li>• Location of work and/or residence;</li> <li>• Amount and type of prior work experience;</li> <li>• Clinical credential level; and/or</li> <li>• Eligibility to participate in BAYADA training programs supported by external grant funding.</li> </ul> </li> <li>c. While candidates may be eligible to apply for a scholarship, per the Eligibility section above, funding may or may not be available for candidates depending on provision and restrictions of funding by grant funders, as per item b. in this section.</li> </ol>
<b>Award Notification</b>	<p>Scholarship awardees will be notified of acceptance into the program by receiving an acceptance email from <a href="mailto:advancetoLPN@bayada.com">advancetoLPN@bayada.com</a> followed by the scholarship award agreement to sign. Directors of the scholarship awardees will be copied on the acceptance email and the agreement. The acceptance email will present the scholarship award(s) available to the awardee based on the state in which they are employed and will require them to reply and sign the agreement within five business days to accept or decline the award.</p> <p>Applicants who are denied acceptance will be notified by receiving an email from <a href="mailto:advancetoLPN@bayada.com">advancetoLPN@bayada.com</a>. The office director of the applicant will be copied on the email.</p>
<b>Enrollment</b>	<p>Scholarship awardees who confirm acceptance of the award will be sent a tuition award agreement to sign. The signature of the agreement signifies their official enrollment in the Advance to LPN Scholarship Program. Newly enrolled participants will receive a welcome email with resources explaining the program participation requirements and next steps.</p>

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<b>Participation Requirements</b>	<p>Participants must adhere to all participation requirements of the Advance to LPN Scholarship Program.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>➤ Maintain a good academic standing with the nursing program. Determinations of an acceptable level of academic standing are made by each school.</li> <li>➤ Maintain work hours that meet the minimum employment requirements set by your BAYADA office, and if your office does not have minimum requirements, then maintain at least 20 hours of work per month.</li> <li>➤ Attend monthly coaching calls with a program coach.</li> <li>➤ Attend quarterly virtual peer events hosted by the program.</li> <li>➤ Attend a meet and greet call with your BAYADA nurse residency office prior to graduation.</li> <li>➤ Submit an unofficial school transcript and most recent school statement showing the amount of tuition expenses paid or due prior to each scholarship payment.</li> <li>➤ Maintain a reasonable level of responsiveness to communications from your BAYADA office and the program team.</li> <li>➤ Verify graduation of your nursing school program by providing a letter from the school</li> <li>➤ Fulfill the commitment to work as a BAYADA nurse by starting the Nurse Residency Program within four weeks after they graduate from their LPN or RN program and obtain their LPN or RN license, unless due to an approved leave.</li> </ul>
<b>Scholarship Payments</b>	<p>Scholarship payments will be issued on the following terms*:</p> <ul style="list-style-type: none"> <li>➤ 1st payment is always \$500 and paid within one month from your enrollment date</li> <li>➤ 60% of the remaining award, after the first \$500 is paid, will be issued every three months while in school</li> <li>➤ 30% of the award will be issued as a one-time payment upon receipt of proof of graduation</li> <li>➤ 10% of the award will be issued as a one-time payment upon starting the Nurse Residency Program (NRP)</li> </ul> <p>Prior to each scholarship payment, participants are required to submit the following documents to the program team:</p> <ol style="list-style-type: none"> <li>1. Unofficial transcript showing proof of good academic standing and current enrollment in school</li> <li>2. Updated financial statement from nursing school showing amount of tuition due or paid. If there is not a tuition balance due, then send in school expense receipts.</li> </ol> <p><i>*The program team will also verify the participant is meeting all participation requirements prior to issuing a payment. If program requirements are not being met at the time of scholarship payment, then payments may be held until requirements are met. Payment terms may vary to meet funder requirements.</i></p>
<b>Change in School Status</b>	<p>If an award recipient drops a course, fails a course, and/or does not complete a course with their academic institution, then their award terms are subject to review and/or cancelation by the WFD office. Participants must notify the Advance to LPN Program team by emailing <a href="mailto:advancetoLPN@bayada.com">advancetoLPN@bayada.com</a> as soon as one of the following events is anticipated:</p> <ol style="list-style-type: none"> <li>a. A repeat of any coursework;</li> <li>b. A change in graduation date;</li> <li>c. A leave of absence approved by the school;</li> <li>d. Withdrawal or dismissal from school;</li> <li>e. Placement on academic probation;</li> <li>f. A change from full-time student status as determined by the school's registrar, to a less than full-time status</li> <li>g. Voluntary withdrawal from courses during an academic term; or</li> <li>h. A transfer to another school or program</li> </ol>

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### Equal Employment Opportunity (EEO) and Affirmative Action

BAYADA Home Health Care will provide equal opportunity to all employees and applicants in accordance with all applicable equal opportunity employment/affirmative action laws, directives, and regulations of the United States Department of Labor, federal and local governing bodies or agencies, as outlined in BAYADA Policy 0-6699.

**Complaints regarding discrimination.** If an applicant or employee believes they have been discriminated against, they may contact BAYADA's EEO Coordinator, Nori Fey, Esq., directly at 1-856-686-6000 or through the Compliance Hotline in any of the following ways:

- a. By telephone to 1-866-665-4295 (toll free);
- b. By E-mail to [hotline@bayada.com](mailto:hotline@bayada.com);
- c. By the BAYADA website at [www.bayada.com](http://www.bayada.com); or
- d. By mail at: BAYADA Home Health Care, ATTN: Compliance Hotline, 4300 Haddonfield Road West, 3rd Floor, Pennsauken, NJ 08109.

Complaints may also be filed directly with the U.S. Equal Employment Opportunity Commission or State fair employment practices agency.