

NURSING SERVICE APPROVAL GUIDELINES FOR HSM LOAN REPAYMENT



A borrower may practice as a full-time nurse or nurse administrator in any health care delivery agency in North Carolina in a position that requires licensure as a Registered Nurse by the N.C. Board of Nursing as a part of the position description. Employment in a military facility is excluded.

A borrower who received Health, Science, and Mathematics funding on or after July 1, 1990 may practice on a full-time basis in any health care delivery agency or teach in an accredited nurse education program in North Carolina.

The nurse must work full-time as herein defined: Full-time employment for purposes of qualifying for cancellation of Health, Science, and Mathematics debt means duty hours that are required by the employer as necessary to earn the salary and employee benefits equivalent to 40 duty hours per week.

A waiver may be requested for part-time employment for full-time service credit if you meet both of the following conditions.

- You must be enrolled at least half-time in a higher degree nursing program, verified by the institution; **and** be employed as a nurse earning a salary exclusive of any employee benefits equal to 40 duty hours per week, verified by the employer.

Service Application Process: A borrower must be employed full-time in an approved practice site within 90 or 180 days from the date he/she passes the first or second licensure examination. Upon full-time employment in an approved practice site, a borrower must submit an [HSM Application for Service Cancellation](#) form signed by the borrower and his/her employer. A practice site must be approved by the SEAA in order to qualify for service cancellation. Completed forms or questions concerning the application process should be directed to the address and telephone number below:

SEAA - Repayment Services
P.O. Box 14223
RTP, NC 27709-4223
(919) 549-8614 Local
(800) 700-1775, option # 2 Toll Free

If you change your practice site prior to the end of your scholarship loan obligation, you must seek approval from the SEAA prior to the change to assure that your new site will allow continuous service credit. If your practice site is based on a shortage list, a new site change will be reviewed based on the current shortage list in effect at the time of your change.

CANCELLATION

Loans received for nurse education may be cancelled with interest on the basis of a consecutive period of time computed pro-rata based upon a 2,000 hour year required for cancellation of the maximum award. The service repayment period must be equal to or exceed six consecutive months with the same employer before service credit will be granted.

EXAMINATIONS

- Licensure examinations must be written the first time they are offered following the completion of required coursework.
- If the recipient fails to pass the first two successive licensure examinations offered following the completion of required coursework, a recipient's note(s) becomes due and payable.

PRACTICE OR EMPLOYMENT

Full-time employment should begin within ninety (90) days after completion of training unless otherwise stated in the promissory note for which each loan was awarded.