MARYLAND LOAN REPAYMENT PROGRAMS (MLRP)
Application Instructions

Application Deadline: April 15, 2026

Introduction

Carefully review program eligibility criteria on the Maryland Loan Repayment Programs webpage. Read and follow all instructions completely.

The application is initiated by the applicant's completion of MLRP Application Part I, using the online application tool. This must be submitted by April 15, 2026. Submission of the Part I triggers communication to your employer(s) and professional references to complete their contributions to the MLRP application. Employers and professional references must also submit their contributions by April 15, 2026.

It is recommended that you gather all documentation in advance of completing the online application tool and that you communicate the application instructions and deadlines clearly with your application contributors, following-up to ensure complete and on-time submissions, as appropriate. The earlier you submit the Part I, the more time your contributors have to submit their required information to your application. Late and/or incomplete applications will not be eligible for program consideration. Your application is not complete until all components have been received (Parts I and II, (employer contribution), including all required supplementary documentation (uploads), and professional references, as described in program documentation). It is required that uploads are saved as PDF files for upload/attachment to the application. Adobe Reader is available for free download here.

Please remember, MLRP loan repayment assistance is offered/awarded based on applicant eligibility, technical scoring based on State and Federal priorities, and the availability of funding. The application process is competitive. Adherence to application instructions and deadlines is extremely important.

How to Apply

Go to the Maryland Loan Repayment Programs webpage and click on the link to the Application page. The Application homepage includes this document, Application Instructions, the link for

the MLRP Application Part I to initiate your application, and templates needed by you and your Employer for completing the rest of the application (Parts III, IV, and V).

Application

Applications must be submitted through the on-line application form. Only one submitted application per applicant will be reviewed during the application cycle. Any duplicate submissions will be discarded without review. Applicants must ensure that all information is entered completely and accurately prior to submission. Due to the volume of applications received, edits cannot be made after submission.

Printed, handwritten, and e-mailed applications will NOT be accepted. Application components received after the application deadline cannot be accepted.

Application Components:

Part I: Applicant Information and Signature

    A. To be completed by Applicant – using the MLRP Application Part I online application tool accessed on the MLRP Application webpage. There are twelve sections to Part I of the application:
1. Applicant Information
   a. Provide a permanent email address that you consistently access as this address will be used throughout the application (and any potential award) process.
2. Applicant Background and Demographics
3. Applicant Obligation History
4. Medical or Nursing School/Training Program Information
5. Medical Residency (if applicable)
6. Maryland Medical or Nursing License/Certificate Information
   a. Verified via attachment noted below.
7. Educational Loan Debt
   a. Verified via attachments noted below.
8. Practice Site Information
   a. The practice site "administrator" to be named in this section of the MLRP Application Part I shall be a representative of the proposed employer and practice site(s), authorized to sign on behalf of the employer/practice site and to provide the information required of the employer/practice site during the application process and any potential future service obligation.
   b. The "administrator" will be the individual who is your Employer Contributor (see below).
   c. If you are unsure of who this individual should be, you may want to consult with your supervisor and/or human resources department.

9. Personal Statements
10. Three Professional References
11. Attachments
12. Attestations and Signature
   a. Ensure review and understanding of noted program documentation, including *Cultural Competency Requirements*, *Experience, Impact, and Retention Data Requirements*, and *MLRP Program Guidelines*, especially Section E, Breach of Service Obligation.

B. PDF Attachments: Follow the icon information on the online application tool to upload documents. Multiple uploads are allowable and are required in some instances. After uploading one document, click the Upload button again to attach another, as needed.

Documents not meeting the noted criteria will result in an incomplete application status and the application will not be reviewed. The following Attachments are required (unless otherwise noted) for the Part I to be considered complete:

1) **Proof of Citizenship or Naturalization** (e.g., birth certificate, U.S. passport, naturalization documentation)
   a. The following do NOT provide proof of citizenship/ naturalization: Social security cards, driver's license.
2) **Proof of Name Change** (if applicable): If all documentation does not represent a consistent name, you must submit proof of name change (e.g., Marriage Certificate, Divorce decree, etc.).
3) **Educational Loan Statement(s)**: Educational loans, that led to your current licensure and are noted in this application must be verified via submission of documentation from your educational loan lender(s).
   a. For each loan noted in section 7, submit official lender documentation (such as a monthly balance statement) that includes the lender's name, address, and phone number; borrower's name and account number; original loan balance; and current outstanding loan balances.
   b. All documentation must be dated within 60 days of application submission.
4) **Proof of Malpractice Insurance/Certificate of Liability** (if applicable): For Physicians, Advanced Practice Registered Nurses, and Physician Assistants
5) **Maryland Medical or Nursing License/Certificate**: Representing the profession stated in the Part I.

C. Submission
Applicants have the option to **Save/Resume** the MLRP application at any time up until its submission/the application deadline.

1) There are required fields (as noted) on each section of the application. These fields must be completed to move to the next section.
2) In order to **submit** Part I of the application, all sections must be complete, and all required documents must be uploaded as attachments.
    a. Upon submission, no edits or changes can be made to the Part I.
    b. Do not create nor submit more than one application during the application cycle.
    c. Any duplicate submissions will be discarded without review. Applicants must ensure that all information is entered completely and accurately prior to submission.

3) Submission of the MLRP Application Part I triggers email communication to your noted Practice Site Administrator/ Employer Contributor (Part I, Section 8) and professional references (Part I, Section 10), who have until April 15, 2026, to complete their contributions to your 2026 MLRP application.
    a. When application contributors submit their components, you will receive confirmation emails that confirm the Part II and reference submissions. It is your responsibility to track receipt of these confirmations.
    b. We strongly encourage you to communicate the application instructions and deadlines clearly with your application contributors, following-up to ensure complete and on-time submissions, as appropriate.
    c. Late and/or incomplete applications will not be eligible for program consideration.
    d. Your application is not considered complete until all components have been received (Part I, II, three references, and all supplementary documentation as described in program documentation).

This section includes instructions for employer contributors!

2. Part II: Practice Site Confirmation

A. Upon submission of Part I of the application by the applicant, the individual noted as Practice Site Administrator/ Employer Contributor, receives an email to invite them to complete the MLRP Application Part II.
B. Employer Contributor: Respond to all questions accurately and completely.
    1) Provide the Application Number, name, and email address provided in the email inviting you to the Part II to ensure successful connection of the submitted information and attachments to the appropriate applicant.
    2) Part II does not have a save/resume function. The completion and submission should occur in one event.
C. Attachments
    1) Upload PDF attachments as appropriate for the applicant's practice site(s).

2) Multiple uploads are allowable and are required in some instances. After uploading one document, click the Upload button again to attach another, as needed.

3) The following Attachments are required (unless otherwise noted) for the Part II to be considered complete:

  a. **Part III: Site Eligibility Application**: Completed and signed.
     i. Download the Part III template from the MLRP webpage, complete, save, and attach.
     ii. If the applicant will serve at more than one practice site, a separate Part III for each site shall be attached.

  b. **Background Information about the Practice Site** (e.g., Practice brochure, marketing materials, webpages)

  c. **Practice's Non-Profit Certification** (if applicable; U.S. Internal Revenue Service document, required for nonprofit and public entity)

  d. **Practice Sliding Fee Scale or Financial Aid Policy** (Eligibility requirement; This can be a Sliding Fee Scale Policy or Financial Aid Policy demonstrating services provided by the applicant will be provided regardless of patients' ability to pay, with application of fees based on patient income.

  e. **Applicant's Employment Contract** (or other verification of applicant's hours worked per week if not a contract employee (e.g., employment offer letter, Human Resources report, or other verification of hours worked per week).
     i. This document is used to verify the applicant's hours worked per week and the program participation level at which the applicant is eligible for: full-time (40+ hours per week) or part-time (20-39 hours per week) based on program definitions (see MLRP Program Guidelines on the program webpage).
     ii. If the employment contract, offer, etc. does not fully demonstrate the hours consistently worked, it is preferable to receive a letter from Human Resources that includes the total number of hours worked per week as well as the number of direct patient care hours.

D. Attestations and Signature
Ensure review and understanding of noted program documentation, including *Cultural Competency Requirements*, *Experience, Impact, and Retention Data Requirements*, and *MLRP Program Guidelines*, especially Section E, Breach of Service Obligation.

E. Submission
  1) In order to **Submit** Part II of the application, all sections must be complete, and all required documents must be uploaded as attachments.

            a.   Upon submission, no edits or changes can be made to the Part II.
2) Do not create nor submit more than one Part II during the application cycle.
3) Part II <u>must</u> be submitted by the Employer no later than April 15, 2026.
4) Upon submission, you will receive a confirmation email.

Professional References

    A. Upon submission of Part I of the application by the applicant, the individuals noted as Professional References, receive an email to invite them to complete the MLRP reference form.

    B. References: Respond to all questions accurately and completely.

    C. Upon submission, references and the applicant will receive an email confirming the submission.

Submission

Applicant submits Part I using the MLRP Application Part I online application tool, March 1 – April 15, 2026, recognizing earlier submission is better to allow time for application contributors to complete their components of the application. Upon submission, no edits or changes can be made to Part I. Submission triggers communication to employer(s) and professional references to complete their contributions to the application.

Employer submits Part II using the emailed MLRP Application Part II online application tool, by April 15, 2026.

Professional references submit References using the emailed MLRP Application References online application tool, by April 15, 2026.

Application Deadlines

The deadline for the applicant to submit Part I of the Maryland Loan Repayment Programs application is April 15, 2026, at 11:59 pm, Eastern Standard Time.

The deadline for the Employer and Professional References to submit Part II or References for the Maryland Loan Repayment Programs application is April 15, 2026, at 11:59 pm, Eastern Standard Time.

IMPORTANT: Applicants are responsible for ensuring that all application components are submitted by the stated application deadlines, in the formats noted in the application instructions, including components that must be submitted by the Employer and References.

Incomplete Applications

An application is not complete until all properly completed parts of the application have been submitted, including attachments, from the party noted in the application instructions. The Maryland Department of Health (MDH) cannot accept any component of the application after the deadline of April 15, 2026, at 11:59 pm, Eastern Standard Time. MDH staff may contact an applicant to request additional details necessary for application review. If the requested information is not provided within the deadlines stated, the application will be deemed incomplete at that time.

Application Review Period

Applicants will receive email confirmation upon the submission of MLRP Application Parts I, II, and references. Application review takes place following the closure of the application cycle. Applicants who have submitted a Part I are generally notified regarding the award status of their application by July 1 of the application year. Please do not email or call to request review status updates as this slows down the review process considerably.

Questions and Technical Support

For questions about the application or technical difficulty with the application, contact the MLRP team at mdh.loanrepaymentprograms@maryland.gov or call 410-767-6123.