



MARYLAND LOAN REPAYMENT PROGRAMS (MLRP) Application Instructions

Applicant Deadline: April 15, 2024

Employer and Professional Reference Deadline: May 1, 2024

Introduction

Carefully review program eligibility criteria on the [Maryland Loan Repayment Programs webpage](#). Read 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, 2024. 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 submit their contributions by May 1, 2024.

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 (Part I, II (employer contribution), professional references, and all supplementary documentation (including all required attachments) as described in program documentation). We also recommend that the applicant and employer use Adobe to download, complete and sign forms (application Parts III, IV and V). 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, V, and VI).

Application

Applications will be submitted only through the on-line application form. Printed application pages and handwritten applications will not be accepted.

Application Components:

1. 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. Make sure to 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.
 - 9) Personal Statements
 - 10) Professional References
 - 11) Attachments
 - 12) Signature
- B. 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. 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 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
 - 6) **Part IV: Cultural Competency Requirements**: Signed.
 - a. Download the Part IV template from the MLRP webpage, complete, save, and attach.
 - b. If you are unable to sign electronically, scanned documents with your signature are acceptable.
 - c. Part IV includes both applicant and employer signature, but the applicant will independently sign and upload. Your employer will complete, sign, and upload their copy as a part of MLRP Application Part II.
 - 7) **Part V: Experience, Impact, and Retention Data Requirements**: Signed.
 - a. Download the Part V template from the MLRP webpage, complete, save, and attach.
 - b. If you are unable to sign electronically, scanned documents with your signature are acceptable.
 - c. Part V includes both applicant and employer signature, but the applicant will independently sign and upload. Your employer will complete, sign, and upload their copy as a part of MLRP Application Part II.
- C. You have the option to **Save/Resume** your 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.
- D. In order to **Submit** Part I of the application, all sections must be complete, and all required documents must be uploaded as attachments.
- 1) Upon submission, no edits or changes can be made to the Part I.

Submission of the MLRP Application Part I triggers email communication to your noted employer(s) (Part I, Section 8) and professional references (Part I, Section 10), who have until May 1, 2024, to complete their contributions to your 2024 MLRP application. When they submit their components, you will receive confirmation emails. 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. Late and/or incomplete applications will not be eligible for program consideration. Your application is not considered complete until all components have been received (Part I, II, references, and all supplementary documentation as described in program documentation).

This section includes instructions for employer contributors!

2. Part II: Practice Site Confirmation

- A. To be completed by the Employer – using the MLRP Application Part II online application tool link that will be automatically emailed to all Practice Administrators listed in the applicant’s MLRP Application Part I.
- B. 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. Upload attachments as appropriate for the applicant’s practice site(s). 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. The following Attachments are required (unless otherwise noted) for the Part II to be considered complete:
 - 1) **Part III: Site Eligibility Application:** Completed and signed.
 - a. Download the Part III template from the MLRP webpage, complete, save, and attach.
 - b. If the applicant will serve at more than one practice site, a separate Part III for each site shall be attached.
 - 2) **Part IV: Cultural Competency Requirements:** Signed.
 - a. Download the Part IV template from the MLRP webpage, sign, save, and attach.
 - d. Part IV includes both applicant and employer signature. The applicant has submitted their signature already. Upload with just employer signature.
 - 3) **Part V: Experience, Impact, and Retention Data Requirements:** Signed.
 - a. Download the Part V template from the MLRP webpage, sign, save, and attach.
 - b. Part V includes both applicant and employer signature. The applicant has submitted their signature already. Upload with just employer signature.

- 4) **Background Information about the Practice Site** (e.g., Practice brochure, marketing materials, webpages).
 - 5) **Practice's Non-Profit Certification** (if applicable; required for all sites noted as non-profit or public).
 - 6) **Practice Sliding Fee Scale and Sliding Fee Scale Policy** (Eligibility requirement): This can be a Sliding Fee Scale Policy or Financial Aid Policy representing coverage of patients regardless of their ability to pay.
 - 7) **Copy/image of the public notice at the practice site to indicate a Sliding Fee Schedule is in effect** (if applicable).
 - 8) **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)).
 - a. 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 webpage). Please ensure the hours are clearly demonstrated.
- C. In order to **Submit** Part I of the application, all sections must be complete, and all required documents must be uploaded as attachments.
- 1) Upon submission, no edits or changes can be made to the Part II.
- D. Part II must be submitted by the Employer no later than May 1, 2024.

3. Professional References

- A. To be completed by the 3 reference contacts noted in the Part I document – using the MLRP Application Reference Form, an online application tool link that will be automatically emailed to all Professional References listed in the applicant's MLRP Application Part I.

4. Part VI: Understanding Breach of Contract

Applicant and Employer: Read and understand information about breach of contract, included on the [MLRP webpage](#).

Submission

Applicant submits Part I using the MLRP Application Part I online application tool, March 1 – April 15, 2024, 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 the 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 May 1, 2024.

Professional references submit References using the emailed MLRP Application References online application tool.

Application Deadlines

The deadline for the applicant to submit Part I of the Maryland Loan Repayment Programs application is April 15, 2024, 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, respectively, is May 1, 2024, 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) will not accept Application Part 1 after the deadline of April 15, 2024, 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 stated deadlines, 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 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 MDH Office of Healthcare Workforce Development team at mdh.loanrepaymentprograms@maryland.gov or call 410-767-6123.