

## STEP 1

### What do I need to do before I apply to ISP?

1. Discuss your plans to participate in the ISP with your manager. **Get approval.**



2. Meet with your Career Counselor. **Receive your counselor approval.**

3. Meet with **InsideTrack**. **Receive your education plan.**

4. Apply to the program or academic institution. **Receive your acceptance letter and class schedule.**

**When you have obtained your counselor approval, Education Plan, Acceptance Letter, and Class Schedule, you are ready to apply for the ISP.**

## STEP 2

### How do I apply for the ISP?



1. Log in to your **MyHR\*** account.

2. Follow the directions in the How Do I Apply for the ISP section to submit your application.



The Trust will notify you by email whether you have been approved or denied.



If approved, continue to the next section.



If denied, stop here. **Contact your BHMT Career Counselor.**

3. Complete ISP application packet by uploading your **Acceptance Letter**, and **Class Schedule**.



**It can take 1-3 weeks for ISP application approval process.**

\* Google Chrome preferred browser

## STEP 3

### How do I receive stipend payments?

1. After official notice that your ISP application has been approved, send your KP paystub to **LMP-Careers@kp.org** or fax it to 1-888-236-1022



2. Report your reduced hours each pay period.

- **NCAL, SCAL, HI, GA and NW regions**, work with manager to use the "BEN" in the TIME system as part of your regular KP payroll process.

- **CO or MAS regions**, fill out the Reduced Hours Report (RHR) showing your reduced hours, get your manager's signature and fax it to 1-888-236-1022 by 5:00 pm PST Tuesdays following the end of each pay period.



## STEP 4

### How do I complete my bi-annual renewal?

1. Twice a year, meet with your **InsideTrack Academic Success Coach**.



2. Submit academic documentation every term.

3. Keep it up for the duration of your academic program.