

## 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**. Develop your Career plan. Your counselor will refer you to your InsideTrack Academic Success Coach.

3. Meet with your **Academic Success Coach**. Create your **Learning Resource Plan**.



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

**When you have completed all items above, you are ready to apply for the ISP.**

## STEP 2

### How do I apply for the ISP?



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



2. Follow the directions in the How Do I Apply for the ISP section to complete your application and upload your school acceptance letter, class schedule and your learning resource plan. Submit your application.

BHMT 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.**



**It can take 4-6 weeks for ISP application approval process.**

\* Google Chrome preferred browser

## STEP 3

### How do I receive stipend payments?

1. After you receive your 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 semi-annual renewal?

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



2. If enrolled in a non-partner school, submit your academic documentation every term.

**NOTE:** If you are participating in a BHMT Degree Completion program, information will be received from your school.

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