

BHMT's Individual Stipend Program Workflow At-A-Glance

STEP 1: BEFORE YOU APPLY

- Get manager approval to participate in ISP.
- Meet with Career Counselor to develop career plan and get referral to your Academic Success Coach.
- Meet with Academic Success Coach to create Learning Resource plan.
- Apply to program and receive acceptance.



STEP 2: HOW DO I APPLY?

- Log into **MyBHMT**.
- Complete ISP application.
- Upload acceptance letter and class schedule from school along with the Learning Resource Plan from your Academic Success Coach.

If **APPROVED**, move to Step 3.
If **DENIED**, contact your BHMT Career Counselor

Approval process can take 4-to-6 weeks. BHMT will notify you by email or you can easily reference your application status in MyBHMT.



STEP 3: HOW DO I RECEIVE STIPEND PAYMENTS?

- After you receive notification that you've been approved to participate in the ISP, email your paystub and direct deposit form to LMP-Careers@kp.org.
- Report your reduced hours*



STEP 4: 6-MONTH REVIEW

- Twice each year meet with your Academic Success Coach.
- Enter your upcoming classes in your stipend application, upload the class schedule and your previous grades every term.
NOTE: If you are participating in a BHMT Degree Completion program, information will be received from your school.
- Keep it up for the duration of your academic program.
- Inform BHMT when you have Completed or Graduated your program.

