

STEP 1

What do I need to do before I apply to TAP?

1. Discuss your plans with your manager, you will need his/her approval in Step 3.
2. **Review Regional KP TR policy** and plan accordingly.



3. **Meet with your Career Counselor** to learn how TAP can maximize your benefits while you are in school.

STEP 2


How do I apply to TAP?

1. **Apply to the TAP program.** 
2. If you are eligible to participate, you will receive an approval notification from BHMT **1-2 weeks** after submitting the application.

www.BHMT.org/TAP

STEP 3

How do submit KP TR applications?

1. Submit non-travel related KP Tuition Reimbursement (TR) application via KP process.
2. Find your class.
3. Create/Submit the KP TR application. 
4. Complete and upload a **TAP Check Request Form** with all required information to your TR application.
5. Manager approves TR Application.

KP TR review/approval process can take up to **4 weeks**. BHMT processes payment(s) upon approval (**allow 2 weeks**). You must upload grades within **30 days** of the course end date.

Do It Again!

1. Continue to upload **TAP Check Request Form(s)** with all required information to your TR application for the duration of each new program or until your KP TR benefit is exhausted.

www.KPcareerplanning.org

STEP 4

The Annual renewal

1. Re-apply to TAP with your manager's approval annually.
2. If you are eligible, you will receive approval within **1-2 weeks**.

