

## STEP 1

What do I need to do before I apply for the **RN to BSN program?** 

- 1. Meet with your **BHMT** Career Counselor.
- 2. Review your transcripts and complete the Resources section in your Education Planner.



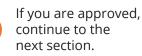
3. Contact InsideTrack.

Once all prerequisites are verified, InsideTrack helps you complete the Academic Advising section in your **Education Planner.** 

## STEP 2

How do I apply for the **RN to BSN progam?** 

- 1. Complete the online RN to BSN application. **Qualified Applicants** receive the advising form with link to the application from InsideTrack. Complete the application and submit.
- 2. The Trust will notify you by email whether you have been approved or denied.



If you are denied, stop here. Contact your BHMT Career Counselor to discuss your status.

## STEP 3

How do I receive stipend payments or tuition assistance funding?

To start receiving stipend payments or tuition assistance funding:

1. Apply to your chosen school within 30 days of enrolling in the RN to BSN Program.

- 2. Upload your school's Acceptance Letter to BHMT via MyHR\*.
- 3. Contact InsideTrack and meet with Financial Advisors.



4. Begin attending your chosen school.

5. Submit your completed **Education & Financial Plan**, Class Schedule and Funding **Confirmation Form** to BHMT via **MyHR**\*.

<sup>\*</sup>Google Chrome preferred browser

## 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 your Grades and Schedule, between every term

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