

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 program?

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 approved, continue to the next section.



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***.

* 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.