

## STEP 1

### How to apply for the RN to BSN program?

1. Log into **myBHMT** and complete your profile.
2. Make an **online appt.** with your Career Counselor.
3. Meet with your **BHMT Career Counselor** to discuss your career direction, academic readiness and education options.
4. Collect your unofficial copies of your school transcripts.
5. Review RN to BSN Partner Schools using the **School Selection Tool**.



6. Make an appointment with **BHMT Academic Success Coach** to create education / financial plan and verify that program requirements have been met.



7. **Apply to the school of your choice.**  
If you are a qualified RN, your BHMT Academic Success Coach will refer you to your selected school to complete your application.



**HELPFUL HINT:** You can use the **Individual Stipend Program** to maximize your effectiveness in your program

## STEP 2

### After acceptance, how do I complete my semi-annual renewal?

1. Twice a year, meet with your **BHMT Academic Success Coach**.
2. If you are an ISP Participant, submit academic documentation your grades and schedule, between every term via **MyHR**.  
*\*Google Chrome preferred browser*
3. **Keep it up** for the duration of your academic program.

