**Section 2749.110 Application**

a) Individuals can apply for the scholarship at: https://idph.illinois.gov/nespmis/tblApplicationInformation/Show-TblApplicationInformation.aspx?TblApplicationInformation=3PFT7naGpupBtZ9GdAquFw%3d%3d.

b) The Department will accept applications March 1 through April 30 of each year. Applications received after April 30 will not be considered.

c) In addition to the application, applicants shall submit the following documents to the Department:

1) A copy of the applicant's acceptance letter to an approved institution's nursing program in Illinois. This letter is not required if the applicant's official transcripts demonstrate the applicant is taking nursing courses at an approved institution in Illinois;

2) A copy of the applicant's Illinois driver's license or State-issued identification card documenting that the applicant has been an Illinois resident at least one year prior to applying for the scholarship;

3) A copy of the applicant's: birth certificate, U.S. passport, Certificate of Naturalization, or permanent resident card;

4) A copy of the applicant's SAR;

5) The applicant's official transcripts. If the applicant has a GED, the applicant shall furnish the GED certificate and GED passing score. Applicants who furnish a GED certificate will have their GED passing score converted to a GPA. The Department will use the following methodology to calculate the GPA: divide the GED passing score by the number of sections taken on the GED test to obtain an average, divide the average by the highest possible score available on the GED test to obtain a percentage, then multiply the percentage by the 4.0 grading scale;

6) A copy of any previously earned nursing degree;

7) A copy of the applicant's Illinois nursing license (if applicable); and

8) A statement that the applicant has not defaulted on an educational loan.

d) When received, the Department will determine if the application is complete. A review will determine whether all applicable requirements have been addressed and whether all required materials and documentation have been submitted.

1) If the application is complete, the applicant will be considered for a scholarship (see Section 597.220).

2) If the application is incomplete, the Department will notify the applicant in writing. The applicant will have until May 31 to submit requested information or materials. If the applicant does not, within the time prescribed by the Department, provide all requested materials and information, the application will be null and void.

e) *Each person applying for a scholarship shall be provided with a copy of* Section 6 or 6.5(e) of the Law *at the time of application.* (Sections 6 and 6.5(e) of the Law)

(Source: Recodified from 77 Ill. Adm. Code 597.110 (Department of Public Health) pursuant to P.A. 102-699, at 47 Ill. Reg. 7031)