

# NURSE SCHOLARS ACADEMY

## Nurse Scholars Academy Application Instructions

This document provides detailed instructions regarding the application process for the degree programs offered through our Academic Partners.

**Please note:** The application process has two steps:

1. Submit your application to the Nurse Scholars Academy for funding support
2. Following approval from the NSA submit your application to the Academic Partner that provides the degree program you are applying for

### STEP ONE

To be considered for a Nurse Scholars Academy cohort, please note the **requirements below**:

1. **Complete your Talent Profile in MyHR.** Thoughtful completion of your Talent Profile is key; present the information in the best way to represent yourself and your goals. The Talent Profile must be less than 12 months old. To create or edit your Talent Profile go to MyHR:  
<https://epf.kp.org/wps/portal/hr/performance> (Look for “Continuous Improvement” and click on “Talent Profile.” If you have no changes, resave the document to make it current).
2. Review the “**Important Considerations**” section later in this document for context about the program to support your decision making.
3. **Before starting your online application** through the Nurse Scholars Academy website (<http://nursescholars.kaiserpermanente.org/apply-now/>) you will need the following documents:
  - ☐ Current resume
  - ☐ **Signed** letter of recommendation from your facility’s **Chief Nursing Executive** (or senior leader in non-clinical sites). Submit in PDF format (Word documents also work). The CNE must know you are applying to the Nurse Scholars Academy.
  - ☐ **Signed** letter of recommendation from your current **immediate supervisor**. Submit in PDF format (Word documents also work). Your supervisor must know you are applying to the Nurse Scholars Academy. If this is the same person as the first letter of recommendation, this letter should be from another senior leader.
  - ☐ You will need a **statement of purpose**. Write a brief statement (minimum of 250 words) that describes why you would like to pursue a graduate degree in nursing and contributions you expect to make to Kaiser Permanente as a result of this degree. We recommend you prepare this ahead of time so you can copy it into the online application on the Nurse Scholars Academy website.

### STEP TWO

Apply to the approved degree program

**We will send you an email with the decision of the Nurse Scholars Academy Selection Committee.**

Upon approval of your application, you will receive instructions on how to submit your application to the Academic Partner for the degree program you wish to enroll. Those instructions will include a code for the Application Fee Waiver and other important information. We recommend you wait to submit your application until you have been approved by the Nurse Scholars Academy. *Note: The NSA will provide your Letters of Recommendation to the Academic Partner to be included in your academic application.*

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## IMPORTANT CONSIDERATIONS:

1. **Enrollment in the Nurse Scholars Academy is not guaranteed.** Timely submission of your application will help ensure successful cohort formation. Submit your application as soon as possible.
2. There are two important stages for all applicants:
  - a) KP Nurse Scholars Academy **Selection Review Process**
  - b) **Acceptance** into the degree program by the Academic Partner
    - i. To speed up the Academic Partner's application process, you will need:
      - **Unofficial transcripts at the time of application**
      - **Official transcripts upon acceptance into the program**

## NEED HELP?

For questions about the **Nurse Scholars Academy application process:**

**Call** 510-987-3621

**OR**

**Send an email to** [kpnursescholars@kp.org](mailto:kpnursescholars@kp.org).