

How to Apply for a Center for LifeLong Learning (CLL) Nursing Scholarship

Opens March 2, 2015 Deadline April 30, 2015

FOUR ITEMS NEEDED

1. College Transcripts (criteria below MUST be followed)
2. The electronic online '*CLL Nursing Scholarship Application*' completed by the applicant only.
3. The electronic online '*Manager's Recommendation Application*' completed by the applicant's manager only.
4. Signed '*Enrollment Verification*' online form (or letter) completed by the university only

TRANSCRIPTS

Official, sealed college transcripts should be sent directly from the college to the CLL Nursing Scholarship coordinator. The transcripts can also be brought directly to the CLL, but can only be accepted if the transcripts are in the original unopened envelope from the university. **No** scanned, faxed or electronic transcripts will be accepted from the university or student.

Graduate applicants: send any and all transcripts that contain college coursework.

Undergraduate applicants with college credits: send any and all transcripts that contain college coursework.

Undergraduate applicants with no college credits: send a copy of your high school diploma or GED.

Send or bring the transcripts to:

BJC Center for LifeLong Learning
Attn: Linda Dodd Lisinski
BJC Learning Institute
8300 Eager Road, Suite 200A
Mail stop 92-92-244.
St. Louis, MO 63144

CANDIDATE ONLINE APPLICATION INSTRUCTIONS

This electronic form is to be completed by the Center for LifeLong Learning Nursing Scholarship applicant *only*. *Before* going to the selected sites, please review the instructions below.

1. Go to www.bjclearn.org (to go to this site: hover your mouse over the link, press the control button, then click on the link)

Once you have viewed the instructions, and all links, go to

<https://www.surveymonkey.com/s/MGR6VXF> (to go this site: hover your mouse over the link, press the control button, then click on the link). to complete the candidate application.

2. (Note: Manager evaluation and enrollment verification instructions are listed below.)
3. The application has multiple pages, please make sure to complete each page and click **DONE** at the end.
4. Please note that required fields are marked with an asterisk*.
5. Click **Next** (at the bottom of the page) when you have entered all of the information for the page.
6. The last question asks you to type in the **LAST four digits only** of your 10 digit employee number. This is done as part of the identification/verification process.
7. Click **DONE** to save the application.
8. You can return to complete or edit your Center for LifeLong Learning Nursing Scholarship application only on the same computer you started with.
9. The application deadline is **April 30, 2015**.

MANAGER'S RECOMMENDATION ONLINE APPLICATION INSTRUCTIONS

This electronic form is to be completed by the Center for LifeLong Learning Nursing Scholarship applicant's immediate manager.

For the manager: Go to <https://www.surveymonkey.com/s/MGWB5NM>

(to go to this site: hover your mouse over the link, press the control button, then click on the link).

1. The manager's evaluation has 2 pages to complete.
2. Click next (at the bottom of the page) when you have finished entering.
3. The last question asks you to type in the **LAST 4 DIGITS ONLY** of your employee number. This is done as part of the identification/verification process.
4. Click **DONE** to save the application.
5. Questions can be directed to Linda Dodd Lisinski at 314-362-0982.
6. The manager's recommendation deadline is **April 30, 2015**.

ENROLLMENT VERIFICATION INSTRUCTIONS

This electronic form is to be completed by the Center for LifeLong Learning Nursing Scholarship applicant's current college or university *and not by the applicant*. It is used to confirm that an applicant's status is current at that college or university and is in good standing.

Send your current university enrollment verification representative this link:
<https://www.surveymonkey.com/s/M39JL5J> (to go this site: hover your mouse over the link, press the control button, then click on the link.

Ask them to complete the '**Enrollment Verification**' portion of the application. Make sure they have your name properly listed. Ask them to complete the electronic verification, print it, **sign it** inside the signature box (or somewhere visible on the page), and then fax or scan it to the number listed on the application. The faxed or scanned version is used only to document the signature of the representative. For questions, contact Linda Dodd Lisinski at 314-362-0982 or lad2112@bjc.org.

Copy and paste this section to email to your university's representative.

1. *Here are the instructions on the electronic application:* **Before clicking on DONE** on this page, PRINT the application document. SIGN it inside the signature box (or somewhere visible on the page).
FAX it to: CLL Nursing Scholarship coordinator at 314-362-0966.
Scanning the signature page to lad2112@bjc.org is also acceptable.
2. The signed copy will serve to authenticate your approval of the student's enrollment in your college or university.
3. Every attempt must be made to have the online version of the enrollment verification form completed. However, a letter from the university can be substituted. The letter must contain the following:
 - 1) Be typed on school letter-head
 - 2) Have a signature from a school official
 - 3) Have verification of enrollment **and** good standing with the university (a computer screen print-out of current class enrollment is **not** acceptable).
4. The enrollment verification deadline is **April 30, 2015**.

Supplemental Center for LifeLong Learning Nursing Scholarship Notes:

- A. If candidates are re-applying for the Center for LifeLong Learning Nursing Scholarship, previously ordered transcripts may be reutilized, but are valid for up to **one year only**.
- B. Candidates who are reapplying will need to contact Linda Dodd Lisinski via email or phone to request transcripts to be pulled from the Center for LifeLong Learning Nursing Scholarship archives.
- C. Transcripts submitted after the **April 30, 2015** deadline will not be accepted (no exceptions).
- D. In some cases (during the holidays or breaks) when the universities will close transcripts must be ordered far enough in advance to arrive on time at the Center for LifeLong Learning.
- E. It is the candidate's full responsibility to check on the status of all application components (arrival and completeness). This includes your completed application, your manager's completed recommendation, signed enrollment verification, and sealed original transcripts. To check on the status of your Center for LifeLong Learning Nursing Scholarship application and components, email lad2112@bjc.org.

F. Every attempt will be made to return phone calls and e-mails during the last hours prior to the Center for LifeLong Learning Nursing Scholarship application deadline. However, there is **no guarantee of returned correspondence 48 hours prior to the April 30, 2015 deadline date.**

Eligibility Requirements below

To be eligible for the Center for LifeLong Learning Nursing Scholarship, you must:

- Be employed by BJC HealthCare for at least 24 months. This will be your MOST RECENT date of hire at BJC or one of its business units. To be eligible for the current **June, 2015** awarded CLL Nursing Scholarship, applicants must have been employed for the last 24 consecutive months (**hired on or before June 12, 2013**)
- Be accepted into an approved nursing program at an accredited educational institution
- Complete the degree in four years or less
- Have a recommendation from your manager
- Have completed the 4 components mentioned at the top of this document.
- Have never been awarded a CLL nursing scholarship in the past. The Center for LifeLong Learning Nursing Scholarships are only available one time to any BJC employee. If you have received a previous Center for LifeLong Learning Nursing Scholarship (either the Ruth Castellano Scholarship, or the Edward J. Stiften Scholarship), you are no longer eligible to participate.

Helpful Tips

Please choose one computer and do your entire application on that computer. The online application has been designed to let you go into and out of application as your schedule allows, but only from a single computer.

Cookie Function: An important part of the ability to return to your unfinished application is your computer's 'Cookie' function. To find instructions on how to turn on your 'Cookies' go to www.bjclearn.org (to go to this site: hover your mouse over the link, press the control button, then click on the link) and select the "Turn on your cookies: CLL Nursing Scholarship" link. Cookies are needed only if you want to return to edit or update your application.

As a precaution, type your essay responses in a Microsoft Word (or equivalent) document. Save that document frequently and then copy and paste the content into the application. If this is completed first, the online application should take approximately 15-30 minutes.

Please contact Linda Dodd Lisinski at 314-362-0982 or lad2112@bjc.org.