

- 1 Eligibility
- 2 Application Information
- 3 General Information
- 4 Employment**
- 5 Employment Verification
- 6 Education
- 7 Loans
- 8 Supporting Documents
- 9 Self Certification
- 10 Review & Submit

## Employment: Critical Shortage Facility (CSF) Search

\* required field

To be eligible for the NURSE Corps LRP and to meet the funding preferences, your site must be located in a Primary Medical Care or Mental Health HPSA (Health Professional Shortage Area).

**A HPSA score and designation status can change at any time throughout the year, impacting the NURSE Corps LRP's ability to accurately assign your application to the correct preference.** To eliminate the impact of fluctuations in HPSA scoring and designations during the NURSE Corps LRP 2018 application and award cycle, and for the purposes of determining funding preference, NURSE Corps LRP will "freeze" the HPSA designations and scores and will assess all applications based on HPSA data in our system as of January 1, 2018. To identify a facility's HPSA score as of January 1, 2018, please refer to the *What is a HPSA and how do I locate my facility's HPSA score* in the [Application and Program Guidance](#).

### Important Note:

- From the initiation of the CSF Site request through the submission of the Employment Verification (EV) by the site's Point of Contact (POC) could take approximately 5 business days. Therefore, it is recommended that you start the EV process as soon as possible.
- Employment Verification Forms and applications not submitted by the August 1, 2018 at 12:00 AM EDT deadline will not be considered for review. The deadline will not be extended due to delayed receipt of Employment Verification Forms.
- It is the responsibility of the applicant to ensure that a CSF Site request and EV have been submitted in advance to allow sufficient time for processing.

### ENTER SITE INFORMATION

Site Name \*

Address Line 1 \*

Address Line 2

City \*

State or Territory \*

Zip \*

[Verify Address](#)

Do you currently work at multiple CSF sites?  Yes  No  
Are you working at the same employer at all CSF sites?  Yes  No

- [1 Eligibility](#)
- [2 Application Information](#)
- [3 General Information](#)
- [4 Employment](#)
- [5 Employment Verification](#)
- [6 Education](#)
- [7 Loans](#)
- [8 Supporting Documents](#)
- [9 Self Certification](#)
- [10 Review & Submit](#)

## Employment Verification

To begin the Employment Verification process, select "Initiate" next to the site information below. Employment Verification is to be completed by your site point of contact (POC) through the Customer Service Portal ('Portal') for Site Administrators. You may need to contact your site POC to alert them that your EV will arrive via the Portal. Additional site POC information is available by clicking the site name below. For additional information regarding the Employment Verification process, please see the [NURSE Corps LRP Employment Verification FAQs](#).

Once your application has been submitted the EV will be available for review. Please take time to ensure that all information is accurate and reflects your current employment status, salary and correct license information.

### CURRENT REQUESTS

Site Name	Verification Type	Date Created	Status	Other POC Email
<a href="#">Chinatown Service Center - Community Health Center</a>	Application	N/A	Not Started	<input type="text"/> <a href="#">Initiate ▶</a>

You must list each site where you work or will begin working before our application

Yes, all of my sites have been added.  
 No, some of my sites are not yet added.

[Save & Continue](#)

[SAVE & CONTINUE](#)

OMB No. 0915-0140 Expiration Date: 05/31/2021