

Postgraduate Training Request Participant User Guide

2025

Public Burden Statement: The purpose of this information collection is to obtain information through the NHSC SP and the NHSC S2S LRP, that is used to assess an applicant's eligibility, qualifications as well as monitor program participants' enrollment in school, postgraduate training, and compliance with program requirements. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0915-0146 and it is valid until xx/xx/xxxx. This information collection is mandatory (Sections 338A-H of the Public Health Service Act [42 USC 254l-q], as amended). The information is protected by the Privacy Act, but it may be disclosed outside the U.S. Department of Health and Human Services, as permitted by the Privacy Act and Freedom of Information Act, to Congress, the National Archives, and the Government Accountability Office, and pursuant to court order and various routine uses as described in the System of Record Notice 09-15-0037. Public reporting burden for this collection of information is estimated to average xx hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Health Resources and Services Administration Reports Clearance Officer, 5600 Fishers Lane, Room 14NWH04, Rockville, Maryland, 20857.

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PART 1 | INTRODUCTION

POSTGRADUATE TRAINING REQUEST PARTICIPANT USER GUIDE

The Postgraduate Training Request participant user guide serves as the main reference to answer any questions participants may have regarding the new Postgraduate Training Request process.

POSTGRADUATE TRAINING REQUEST PURPOSE

Postgraduate Training Request is a new modernized process that allows participants to apply for the postgraduate training. Eligible participants will receive the Training Request link via the Portal in the Activities section on the date listed in the Postgraduate Training Bulletin.

Important to Know: Participants no longer have the ability to **initiate** the postgraduate training request. All postgraduate training requests are now system-initiated to eligible participants on a set date. **Completion of the postgraduate training request, if received via the Portal, is mandatory for all eligible participants regardless of deferment plans.** Participants are able to submit the training request indicating no potential deferment.

POSTGRADUATE TRAINING REQUEST ELIGIBILITY

If you are a participant in the following program, discipline, and year in school or training, you are **required** to submit the Postgraduate Training Request by the due date listed in the NHSC Application and Program Guidance and Postgraduate Training information Bulletin for your program:

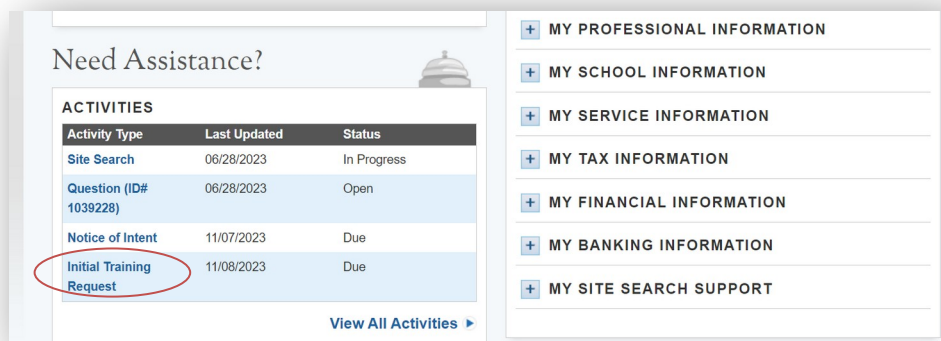
- **Eligible Program(s):** NHSC SP, NHSC S2S LRP, NC SP
- **Eligible Discipline(s):** MD/DO in last year of medical school, residency or fellowship; DMD/DDS in last year of school or training; and NP/PA/CNM in last year of school

PART 2 | POSTGRADUATE TRAINING REQUEST SUBMISSION

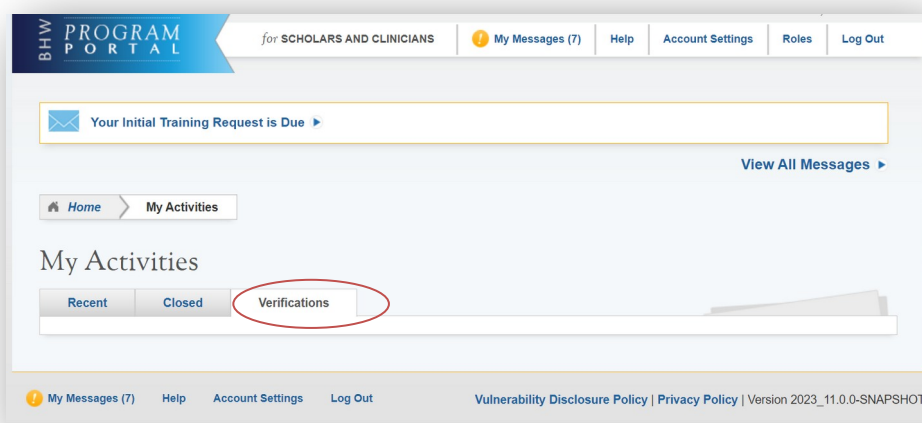
NAVIGATING TO THE TRAINING REQUEST

STEPS

1. Log in to the BHW Program Portal
2. You may navigate to the Training Request from two locations within the Portal:
 1. Click on the “Initial Training Request” hyperlink in the “Activity Type” column of “Activities” table **OR**



- Navigate to the “My Activities” page > Click on Verifications section:



New “My Activities” page will open in the browser. Select “Postgraduate Training” in the “Activity Type” column of “Open Activities” table to access the Training Request:

Open Activities				
ACTIVITY TYPE	ACTIVITY DESCRIPTION	INITIATED DATE	RESPONSE DATE	STATUS
Postgraduate Training	2023	7/6/2023	Not Available	Due

- Once you click on the hyperlink, you will land on the Training Request application page which contains the following sections:
 - Overview
 - Program Information
 - Documents
 - Review and Submit

OVERVIEW PAGE

The Overview page gives participants a detailed summary on the purpose of the Postgraduate Training Request. The page also provides general information on the postgraduate training, training program eligibility, and request submission deadline. It also contains links to the latest NHSC Postgraduate Training Information Bulletin and Nurse Corps Application & Program Guidance.

STEPS

1. Participants will land on the Overview page by clicking on the hyperlink in the “Activity Type” column.

The screenshot shows the HRSA Participant Portal interface. At the top, there's a header with the HRSA logo and 'Participant Portal' text, along with a 'Log Out' button. Below the header, a sidebar on the left contains a 'Training Request 2023' icon and a menu with 'Overview', 'Program Information', 'Documents', and 'Review and Submit'. The main content area is titled 'Overview' and includes a user profile for 'John Doe' with fields for Participant ID (123457890), Program (NHSC SP), Status (Due), Initiated (07/06/2023), and Submitted (Not Available). The 'Overview' section contains introductory text about the training request process, an important note about the August 5, 2023 deadline, and eligibility criteria for NHSC Training Program. It features two tables: one for Physicians and one for Dentists, listing approved specialties and their durations. Below these tables are footnotes and a section for Nurse Corps SP Training Program Eligibility. A 'Continue' button is located at the bottom right of the page.

HRSA Participant Portal Log Out

My Activities > Request ID: TRNG202300050508

John Doe

Participant ID: 123457890 Program: NHSC SP Status: Due Initiated: 07/06/2023 Submitted: Not Available

Overview

The Training Request is sent to eligible NHSC Scholar Program (SP), NHSC Students to Service Loan Repayment Program (S2S LRP), and Nurse Corps Scholar Program (NC SP) participants who are completing their final year of school or completing their final year of a postgraduate training program. NHSC SP and S2S LRP who are required, or are electing, to complete a postgraduate training program, must submit this training request to receive approval by the NHSC. The NHSC must approve the postgraduate training request prior to the start of any postgraduate training programs to ensure continued compliance with NHSC requirements. In addition, participants will be required to complete a Training Verification for each year that they will be engaged in postgraduate training.

If you do not intend, or are not required to pursuing postgraduate training, **you are still required** to submit this request indicating that decision.

The deadline for this request is **August 5, 2023**.

IMPORTANT: Please review the NHSC Postgraduate Training Information Bulletin and Nurse Corps Application & Program Guidance for the complete expectations and guidelines throughout and immediately following postgraduate training.

NHSC Training Program Eligibility

Allopathic and osteopathic medical students who are obligated under the NHSC SP or NHSC S2S LRP must complete one of the NHSC-approved residencies described below prior to beginning service or be subject to the damages provision described in the Breach section of the applicable APG and in their NHSC SP or NHSC S2S LRP Contract.

Dentists NHSC highly encourages dental students to complete one of the below postgraduate clinical training programs approved by the NHSC prior to starting their service obligation. Please note: dental students are encouraged but not required to complete a postgraduate training program.

Advanced Practice Registered Nurses (APRNs) and Physician Assistants (PAs) are encouraged but **not** required to complete a postgraduate training program. However, they may request to defer (i.e., postpone) their NHSC service commitment to complete an NHSC-approved postgraduate training program if the NHSC determines that the training is consistent with the needs of the NHSC to deliver primary health care services in a HPSA.

PHYSICIANS		DENTISTS	
APPROVED SPECIALTY	DURATION	APPROVED SPECIALTY	DURATION
Family Medicine	3-4 years	General Practice Dentistry	1 year
General Internal Medicine	3 years	Advanced Education in General Dentistry	1 year
General Pediatrics	3 years	Pediatric Dentistry	2 years
Obstetrics/Gynecology	4 years	Public Health Dentistry	2 years
General Psychiatry*	4 years	Geriatrics Dentistry Fellowship	2 years
Internal Medicine/Family Medicine	4 years	Dental Fellowship**	1 year
Internal Medicine/Pediatrics	4 years		
Family Medicine/Psychiatry	5 years		
Internal Medicine/Psychiatry	5 years		
Rotating Internship**	1 year		
Chief Residency***	1 year		
Fellowship***	1 year		

*Includes Child and Adolescent Psychiatry, Substance Use Disorder Psychiatry.
**With a request to complete a residency in one of the above specialties; DOs only
***Requests from participants in their last year of residency training only

Nurse Corps SP Training Program Eligibility

RN and NP participants can request a deferment (i.e., postponement) of their Nurse Corps SP service obligation in order to complete a postgraduate residency/training program approved by the Nurse Corps SP. Participants will have the option to complete a residency program for an approved specialty that must be consistent with the specialty for which the Nurse Corps SP awarded funding. The postgraduate training program cannot exceed 18 months in length. To remain in compliance with the Nurse Corps SP during postgraduate residency/training, eligible participants must: 1) obtain their license and 2) start their postgraduate residency/training no later than six (6) months after graduation. After completing postgraduate residency/training, participants will have three months to commence employment before being considered noncompliant with contract terms and being at risk of default.

Participants can pursue only the postgraduate training that the Nurse Corps SP has officially approved, and participants should not make any changes to the type or length of postgraduate training without prior approval from the Nurse Corps SP. Failure to do so may result in breach of contract and a recommendation for default. To gain approval from the Nurse Corps SP to enter a postgraduate residency/training program, participants must submit a written request for deferment of their service obligation and a copy of their acceptance letter to the postgraduate residency/training program through the Customer Service Portal.

Continue

PROGRAM INFORMATION PAGE

The Program Information page allows participants to provide information on the deferment plans, indicate training program, search for the training program or manually enter the training program if not found via search. Participants are required to respond to the question on this page to confirm intent to defer.

STEPS

1. To proceed to the Program Information page, click on “Continue” button on Overview page.
2. For the question in Program Information section, click on the radio buttons to respond “Yes” or “No”
 - a. If participant selects “Yes”, Training Program Details section will appear.
 - b. If participant selects “No”, no further sections will appear on this page. Participant will be able to click on “Save and Continue” button at the bottom of the page and submit the training request without uploading documents or providing any further information.

The screenshot shows the HRSA Participant Portal interface. On the left is a sidebar with navigation links: Overview, Program Information (selected), Documents, and Review and Submit. The main content area shows the participant's profile (John Doe, ID 1234567890, Program NHSC SP) and a table with columns: Participant ID, Program, Status, Initiated, and Submitted. Below this is the 'Program Information' section, which includes a deadline notice (August 5, 2023) and a question: 'Will you begin a postgraduate training program in the current year?'. The 'Yes' radio button is selected and highlighted with a red circle.

3. Training Program Details section will appear where participant will be able to select the following attributes:
 - **Training Type:** The Training Type dropdown displays the training program type:
 - o Internship
 - o Residency
 - o Fellowship
 - o Chief Residency
 - **Start Date:** Participant can select the training program start date from calendar.
 - **End Date:** Participant can select the training program end date from the calendar.

IMPORTANT TO KNOW: Select the training start and end dates for the **entire** training program, not the end date of the first training year.

The screenshot displays the HRSA Participant Portal interface. At the top, the header includes the HRSA logo and 'Participant Portal' with a 'Log Out' button. A sidebar on the left contains a 'Training Request 2023' icon and a menu with 'Overview' (selected), 'Program Information', 'Documents', and 'Review and Submit'. The main content area shows 'My Activities > Request ID: TRNG0000095568' for user 'John Doe'. Below this is a table with headers: Participant ID (1234567890), Program (NHSC SP), Status (Due), Initiated (07/06/2023), and Submitted (Not Available). The 'Program Information' section states the deadline is August 5, 2023, and asks if the user will begin a postgraduate training program in the current year, with 'Yes' selected. The 'Training Program Details' section includes fields for 'Year in Training' (First), 'Training Type' (a dropdown menu), 'Start Date' (Today), and 'End Date' (a date picker).

- Once all fields in the Training Program Details section have been populated, Training Program Search functionality will appear on the page where the participant is able to search for the training program by the **program name** or **program ID**.

Search By Program Name:

Participant is able to search for the training program by the training program name by selecting "Program Name" in the Search By dropdown. Once "Program Name" is selected, "Search" field is displayed where user is able to type the name of the training program and instantly get search results back while typing.

Training Program Search
Search by Program Name returns partial matches. Search by Program ID returns exact matches only.

Search By **Search**

Program Name Washington

Search Results
We have identified one or more program results based on the information entered. If your program is not listed, please select the checkbox to enter in the program details.

	PROGRAM ID ↑↓	NAME ↑↓	SPECIALTY ↑↓	LENGTH ↑↓
☐	4051021024	Children's National Medical Center/George Washington University Program	Psychiatry	24 months
☐	1205421522	Community Health of Central Washington Program	Family Practice	36 months
☐	1205400001	Elson S Floyd College of Medicine, Washington State University Program	Family Practice	36 months
☐	1405400442	Elson S Floyd College of Medicine, Washington State University Program	Internal Medicine	36 months
☐	1511021055	George Washington University Program	Internal Medicine - Geriatrics	12 months

☐ Click Here if your training program is not listed in the above results.

Search By Program ID:

Participant is able to search for the training program by the training program ID by selecting “Program ID” in the Search By dropdown. Once “Program ID” is selected, “Search” field is displayed where user is able to type the unique training program ID and click on “Search” button to view results in the Search Results table. *This option will return an exact match for the value provided in the “Search” field.*

IMPORTANT TO KNOW: The Program ID is the unique training program ID assigned by the accreditation agency (ACGME, CODA, ACEN, CCNE, etc.).

Training Program Search
Search by Program Name returns partial matches. Search by Program ID returns exact matches only.

Search By **Search**

Program ID 26372627372

Search Results
We have identified one or more program results based on the information entered. If your program is not listed, please select the checkbox to enter in the program details.

	PROGRAM ID ↑↓	NAME ↑↓	SPECIALTY ↑↓	LENGTH ↑↓
No records found				

☐ Click Here if your training program is not listed in the above results.

- Once the training program is selected from the “Search Results” table, populate fields in the Training Program Director Details to proceed to the next page of the request. *All fields are mandatory for completion unless noted as optional.*

Requested Training Program Information
All fields are required unless noted as optional.

TRAINING PROGRAM DETAILS

Program ID 4051021024	Length 24 months	Specialty Psychiatry	Name Children's National Medical Center/George Washington University Program
---------------------------------	----------------------------	--------------------------------	--

TRAINING PROGRAM DIRECTOR DETAILS

First Name John	Last Name Doe	Email Address test@gmail.com
Phone Number 1112223333	Ext (Optional) Enter Extension	

[Back](#) [Save and Continue](#)

6. If training program is not displayed in the Search Results table, click on “Click here if your training program is not listed in the above results” checkbox to manually enter requested training program.

Training Program Search
Search by Program Name returns partial matches. Search by Program ID returns exact matches only.

Search By **Search**

Program ID [Search](#)

Search Results

We have identified one or more program results based on the information entered. If your program is not listed, please select the checkbox to enter in the program details.

PROGRAM ID ↑↓	NAME ↑↓	SPECIALTY ↑↓	LENGTH ↑↓
No records found			

☐ Click here if your training program is not listed in the above results.

Once checkbox is clicked, Requested Training Program Information section will be displayed with the following fields:

- **Program ID:** The Program ID column reflects the unique training program ID assigned by the accreditation agency (ACGME, CODA, ACEN, CCNE, etc.). If training program you are applying for does not possess such attribute, please enter 0000000000.
- **Name:** The Name column reflects the training program name.
- **Specialty:** The Specialty column reflects the training program specialty.
- **Length:** The Length column reflects the length of the training program entered *in months*.
- **First Name:** The First Name column reflects the first name of the training program director.
- **Last Name:** The Last Name column reflects the last name of the training program director.
- **Email Address:** The Email Address column reflects the email address of the training program director.
- **Phone Number:** The Phone Number column reflects the phone number of the training program director.

- **Ext (Optional):** The Extension column reflects the phone number extension for the training program director. This field is optional for completion.

Search Results

We have identified one or more program results based on the information entered. If your program is not listed, please select the checkbox to enter in the program details.

PROGRAM ID ↑↓	NAME ↑↓	SPECIALTY ↑↓	LENGTH ↑↓
No records found			
☒ Click Here if your training program is not listed in the above results.			

Requested Training Program Information

All fields are required unless noted as optional.

TRAINING PROGRAM DETAILS

Program ID Enter ID	Length (months) Enter Months	Specialty Select Specialty ▼	Name Enter Name
--	---	---	--

TRAINING PROGRAM DIRECTOR DETAILS

First Name Enter First Name	Last Name Enter Last Name	Email Address Enter Email Email Address is a required field.
Phone Number (000)-000-0000 Phone Number is a required field.	Ext (Optional) Enter Extension	

7. After completing all required fields on the Program Information page, navigate to the next section of the request by clicking the “Save and Continue” button at the bottom of the page. The button will be disabled until all mandatory fields are populated.

DOCUMENTS PAGE

On the Documents page, participants can upload any supporting documents as needed. Any required documents associated with the training request will be noted as such in this section.

The screenshot shows the 'Training Request 2023' interface. On the left is a sidebar with navigation links: Overview, Program Information, Documents (selected), and Review and Submit. The main content area is titled 'My Activities > Request ID: TRNG0000095568' and displays user information for John Doe (JD). Below this is a table with columns: Participant ID (1234567890), Program (NHSC SP), Status (Due), Initiated (07/06/2023), and Submitted (Not Available). The 'Documents' section features a table with three columns: PROGRAM, REQUIRED DOCUMENTS, and ADDITIONAL REQUIRED DOCUMENTS BY DISCIPLINE. The rows are for NHSC Scholar Program, S2S Loan Repayment Program, and Nurse Corps Scholar Program. Below the table is a file upload area with a 'Select or Drop File Here' button. At the bottom, there is a 'Documents' table with columns: FILE NAME, DOCUMENT TYPE, DATE UPLOADED, COMMENT, and ACTION. The table currently shows 'No records found'. Navigation buttons 'Back' and 'Continue' are at the bottom right.

PROGRAM	REQUIRED DOCUMENTS	ADDITIONAL REQUIRED DOCUMENTS BY DISCIPLINE
NHSC Scholar Program	Acceptance Letter from Program Director	MD/DO: Step 2/Level 2 USMLE/COMLEX Scores DMD/DDS: INBDE Score
S2S Loan Repayment Program	Acceptance Letter from Program Director Proof of Graduation/Expected Graduation by July 1 of current year	MD/DO: Step 2/Level 2 USMLE/COMLEX Scores DMD/DDS: INBDE Score
Nurse Corps Scholar Program	Acceptance Letter from Program Director	No additional documents required

FILE NAME	DOCUMENT TYPE	DATE UPLOADED	COMMENT	ACTION
No records found				

STEPS

1. Navigate to the Documents page by clicking on "Save and Continue" from the Program Information page.
2. Upload a document by either selecting the file or dragging and dropping the file onto the page.
3. Select the document type (one per document).
4. Enter a comment in the text field (optional).
5. Click the "Upload" button.

The screenshot shows the document upload form. At the top, it displays the file name 'Postgraduate Training Notice of Intent User Guide.docx' and its size '490.23 kb'. Below this is the 'Document Type' section with five radio button options: 'Acceptance Letter from Program Director' (selected), 'Step 2/Level 2 USMLE/COMLEX Scores', 'INBDE Score', 'Proof of Expected Graduation', and 'Other'. There is a 'Comment (Optional)' section with a text input field labeled 'Enter text here'. At the bottom of the form are 'Upload' and 'Cancel' buttons. Below the form is a 'Documents' table with columns: FILE NAME, DOCUMENT TYPE, DATE UPLOADED, COMMENT, and ACTION. The table shows 'No records found'.

FILE NAME	DOCUMENT TYPE	DATE UPLOADED	COMMENT	ACTION
No records found				

6. To cancel a document upload, click the “Cancel” button.
7. To view an uploaded document, click on the “File Name” from the documents table.
8. To delete an uploaded document, click the “Remove” button in the Action column of the Documents table.
9. Click “Continue” to proceed to the next page of the process.

Success Your document has been successfully uploaded.

Documents

PROGRAM	REQUIRED DOCUMENTS	ADDITIONAL REQUIRED DOCUMENTS BY DISCIPLINE
NHSC Scholar Program	Acceptance Letter from Program Director	MD/DO: Step 2/Level 2 USMLE/COMLEX Scores DMD/DDS: INBDE Score
S2S Loan Repayment Program	Acceptance Letter from Program Director Proof of Graduation/Expected Graduation by July 1 of current year	MD/DO: Step 2/Level 2 USMLE/COMLEX Scores DMD/DDS: INBDE Score
Nurse Corps Scholar Program	Acceptance Letter from Program Director	No additional documents required

Documents

FILE NAME ↑↓	DOCUMENT TYPE ↑↓	DATE UPLOADED ↑↓	COMMENT ↑↓	ACTION ↑↓
Postgraduate Training Notice of Intent User Guide.docx	Acceptance Letter from Program Director	7/6/2023	Not Available	Remove

REVIEW AND SUBMIT PAGE

The Review and Submit page allows participants to review responses provided in the previous sections of the postgraduate training request application prior to submitting the request.

STEPS

1. Navigate to the Review and Submit page by clicking on “Continue” from the Documents page or by using the left navigation menu.
2. Review the previously entered information on the page to ensure accuracy prior to submitting. You may return to the respective sections of the request if any updates are needed. **Please review your application carefully prior submission.** If reviewer identifies a discrepancy with your application, it will be returned to you for edits and resubmission.
3. Click on the checkbox in the Electronic Signature card and enter the portal password. This action enables the “Submit” button.
4. To submit the completed training request, click the “Submit” button located at the bottom of the page.

Training Request 2023

Overview

Program Information

Documents

Review and Submit

My Activities > Request ID: TRNG000095568

JD John Doe

Participant ID

1234567890

Program

NHSC SP

Status

Due

Initiated

07/06/2023

Submitted

Not Available

Review and Submit

Please review the information below for completeness and accuracy. If you need to make changes please navigate to the appropriate section of the request to make the required updates.

Program Information

The deadline to submit this request is **August 5, 2023**.

Will you begin a postgraduate training program in the current year?
Yes

Training Program Details

Year in Training

First

Training Type

Residency

Start Date

07/07/2023

End Date

12/29/2023

Requested Training Program Information

TRAINING PROGRAM DETAILS

Program ID

4051021024

Length

24 months

Specialty

Psychiatry

Name

Children's National Medical Center/George Washington University Program

TRAINING PROGRAM DIRECTOR DETAILS

First Name

John

Last Name

Doe

Phone Number

1112223333

Ext

Not Available

Email Address

test@gmail.com

Documents

PROGRAM	REQUIRED DOCUMENTS	ADDITIONAL REQUIRED DOCUMENTS BY DISCIPLINE
NHSC Scholar Program	Acceptance Letter from Program Director	MD/DD: Step 2/Level 2 USMLE/COMLEX Scores DMD/DDS: INBDE Score
S2S Loan Repayment Program	Acceptance Letter from Program Director Proof of Graduation/Expected Graduation by July 1 of current year	MD/DD: Step 2/Level 2 USMLE/COMLEX Scores DMD/DDS: INBDE Score
Nurse Corps Scholar Program	Acceptance Letter from Program Director	No additional documents required

Documents

FILE NAME	DOCUMENT TYPE	DATE UPLOADED	COMMENT	ACTION
Postgraduate Training Notice of Intent User Guide.docx	Acceptance Letter from Program Director	7/6/2023	Not Available	Remove

Electronic Signature

Please select the checkbox and sign with your portal login password to certify and submit.

☐ I certify that the information given in this request is accurate and complete to the best of my knowledge and belief. I understand that it may be investigated and that any false statement herein may be punished as a felony under U.S. Code, Title 18, Section 21001 and subject me to civil penalties under the Program Fraud Civil Remedies Act of 1986 (45 CFR 79). I understand that submitting my request does not guarantee its approval, and that it requires review for compliance with my obligation and program policies.

Enter Portal Password

Back

Submit

Important to Know: If the required fields on the Program Information page have no responses prior to navigating to this page, the “Submit” button will be disabled and the page will display a warning message that required fields are missing.

PART 3 | POSTGRADUATE TRAINING REQUEST REVIEW

TRACKING POSTGRADUATE TRAINING REQUEST STATUS

Once you have submitted the Postgraduate Training Request, your application will go under review by the program. You can track the status of the application on “My Activities” page. The status for the request will show as “Under Review”.

Open Activities				
ACTIVITY TYPE ↑↓	ACTIVITY DESCRIPTION ↑↓	INITIATED DATE ↑↓	RESPONSE DATE ↑↓	STATUS ↑↓
In-School Verification	Summer 2023 In-School Verification	6/1/2023	Not Available	Overdue
Postgraduate Training	2024	11/8/2023	11/8/2023	Under Review

Once decision is made by the program, the status will change to either “Approved” or “Denied”. *The Postgraduate Training request will be displayed in the **Closed Activities** table.*

Closed Activities				
ACTIVITY TYPE ↑↓	ACTIVITY DESCRIPTION ↑↓	INITIATED DATE ↑↓	RESPONSE DATE ↑↓	STATUS ↑↓
Postgraduate Training	2024	11/8/2023	11/8/2023	Approved

<< < 1 2 > >>

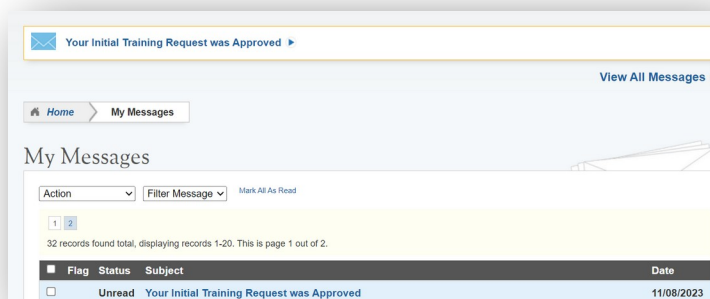
POSTGRADUATE TRAINING REQUEST RETURNED FOR CORRECTIONS AND/OR ADDITIONAL DOCUMENTATION

Program may return the training request for corrections if any discrepancies are identified during the review process. **Participant must resubmit the request by the new due date.** Participant will receive a portal message/email if the request is returned for corrections. The status for the request will show as “Returned to Participant”.

Open Activities				
ACTIVITY TYPE ↑↓	ACTIVITY DESCRIPTION ↑↓	INITIATED DATE ↑↓	RESPONSE DATE ↑↓	STATUS ↑↓
In-School Verification	Summer 2023 In-School Verification	6/1/2023	Not Available	Overdue
Postgraduate Training	2024	11/8/2023	11/8/2023	Returned to Participant

POSTGRADUATE TRAINING REQUEST DECISION

Once program reviews your postgraduate training request and makes a decision, participant will receive communication from the program in form of a portal message/email and official decision letter.



To access the decision letter, navigate to the “Decision Documents” table on the “Review and Submit” page of submitted Postgraduate Training Request which will be located in **Closed Activities** table on “My Activities” page.

Decision Documents				
Documents should not be larger than 5MB. Documents of types .jpg, .txt, .tiff, or .png will not be accepted.				
FILE NAME ↑↓	DOCUMENT TYPE ↑↓	DATE UPLOADED ↑↓	COMMENT ↑↓	ACTION ↑↓
NHSC SP Training Decision Letter	Training Request Decision Letter	11/8/2023	Letter to accompany decision on requested postgraduate training request	

[Back](#)

POSTGRADUATE TRAINING REQUEST CANCELLATION/WITHDRAWAL

Participant may cancel submitted Postgraduate Training Request at any time if deferment plans change. To cancel newly submitted training request or withdraw an approved request, contact the program immediately by submitting an inquiry through the Customer Service Portal via the Ask a Question option on your portal home page. Please state your request to cancel the Postgraduate Training Request with the reason so that the program is notified of your decision.