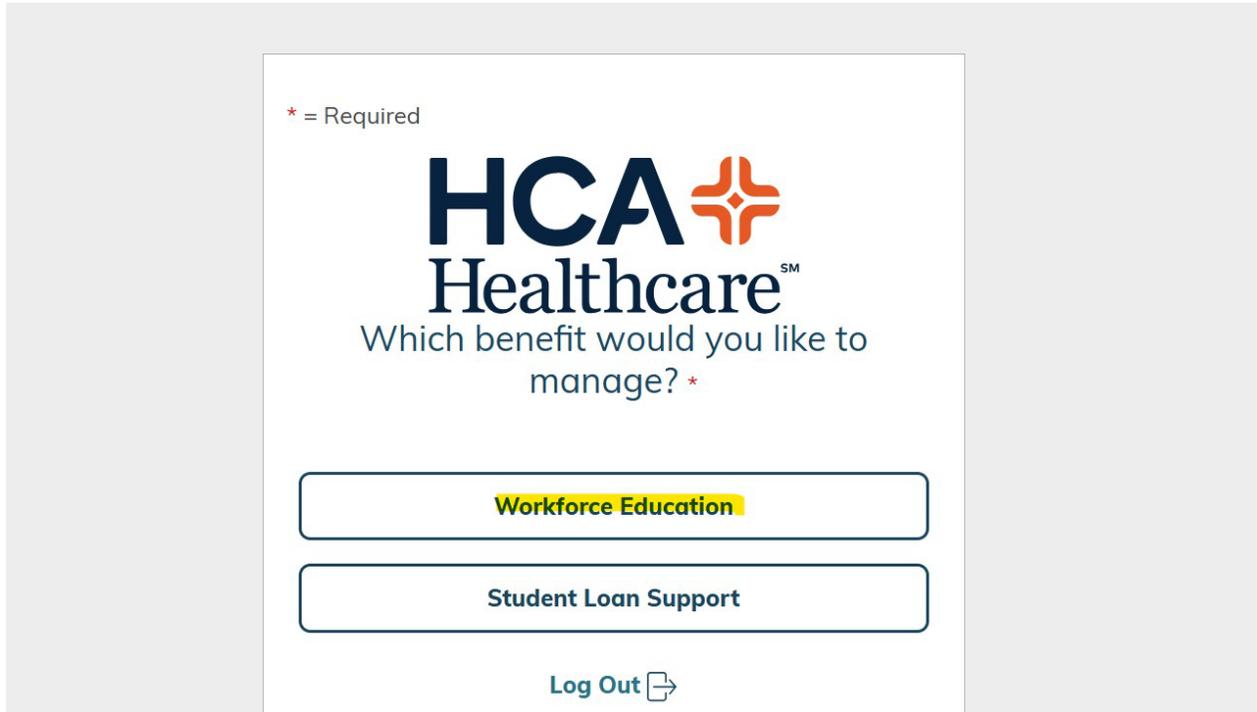


## Doctorate of Nursing Practice Application Instructions

1) Select Workforce Education:



\* = Required

**HCA**   
**Healthcare**<sup>SM</sup>

Which benefit would you like to manage? \*

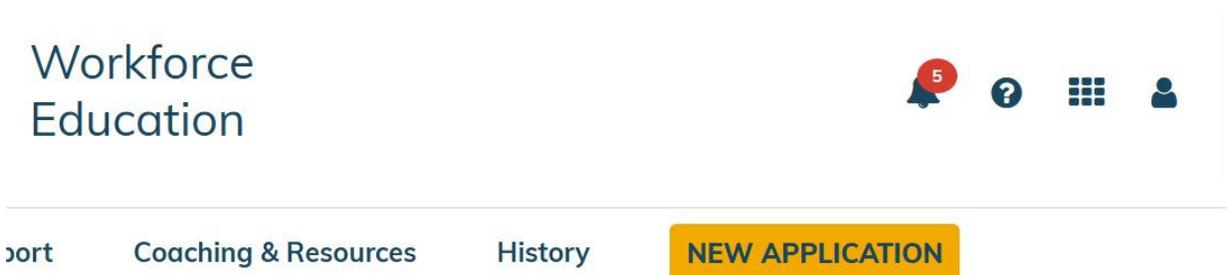
**Workforce Education**

Student Loan Support

Log Out 

The screenshot shows a web interface for HCA Healthcare. At the top, it says '\* = Required'. Below that is the HCA Healthcare logo. The main question is 'Which benefit would you like to manage? \*'. There are two buttons: 'Workforce Education' (highlighted in yellow) and 'Student Loan Support'. At the bottom, there is a 'Log Out' button with an arrow icon.

2) Select New Application:



Workforce Education

port   Coaching & Resources   History   **NEW APPLICATION**

The screenshot shows a navigation bar for 'Workforce Education'. On the right side, there are four icons: a notification bell with the number '5', a question mark, a grid, and a user profile. Below the navigation bar, there are four menu items: 'port', 'Coaching & Resources', 'History', and 'NEW APPLICATION' (which is highlighted in yellow).

3) Select Degrees & Other Learning:



### What type of education are you looking for?

Education Type\*



#### Degrees & Other Learning

For degrees, certificates, individual courses, and other types of education.

careeronline™  
HIGH SCHOOL

#### High School Diploma

Adults can earn an accredited diploma and career certificate with this self-paced and supported online program.

[Learn About COHS](#)

4) Select Doctorate of Nursing Practice for the Education Program:

---



### What type of learning is this application for?

Education Program \*

Doctorate of Nursing Practice



[Next Question](#)



### What is the professional area of focus?

Please Make a Selection \*

|                                      | Q |
|--------------------------------------|---|
| ADN-2 Year                           | ▲ |
| BSN Pre-licensure                    |   |
| Diploma-Practical/Vocational Nursing |   |
| MSN - Educator                       |   |
| MSN - Leadership                     |   |
| Nursing Academic Leadership          |   |
| Nursing Executive Leadership         | ▼ |

Continue

6) Select Galen College of Nursing-Pre-Licensure, MSN,DNP:



### What Employer Program would you like to use?

Please Make a Selection\*

- Tuition Reimbursement Program **(Ineligible)**
- Clinical Doctorate Degree Program **(Ineligible)**
- Galen College of Nursing - Pre-Licensure, MSN, DNP 
- LPN Program **(Ineligible)**
- Tuition Reimbursement RN to BSN **(Ineligible)** 
- Galen College of Nursing Online RN to BSN **(Ineligible)** 
- Language Learning and Career Online High School **(Ineligible)** 
- Clinical Care Pathways (Direct Bill) **(Ineligible)** 
- Myrtle Beach - Future Nursing Program **(Ineligible)**

Continue

Cancel

7) Enter Student ID & Search for Provider:

\* = Required



Who is your Education Provider? \*

Selected Education Provider \*

None Selected

Address \*

-

Student ID (Optional)

0/15

Search For A Provider

8) Type in Galen and enter KY as the state, and select search:

Name (Optional)

Country (Optional)

State (Optional)

City (Optional)

Accreditation (Optional)

Search

Clear

9) Select the first option 3050 Terra Crossing Blvd:

Search Results

| Name                     | Address   | EEN | Select Education Provider |
|--------------------------|---|-----|---------------------------|
| Galen College of Nursing | 3050 Terra Crossing Blvd, Louisville, KY        |     | Select                    |
| Galen College of Nursing | 101 Airport Gardens Road, Suite 200, Hazard, KY |     | Select                    |

10) Galen College of Nursing will populate and then select continue:



### Who is your Education Provider? \*

Selected Education Provider \*

Galen College of Nursing

Address \*

3050 Terra Crossing Blvd

Louisville, KY 40245

**Search For A Provider**

**Continue**

Cancel

11) Select your session dates from the drop-down menu and answer the graduation question:

## Courses and Expenses

\* = Required



### Session Information

Session Start Date \*

Select 

**Are you graduating or completing your education program with this session?**

Please Make a Selection\*

Yes

No

12) Add your course (s)



## Course & Expense Information

**Add A Course & Related Expense**

13) Select your course from the drop-down menu and enter the amount:

### Add a Course & Related Expense

Search for your course by Course Name or Course Number. If you are unable to find your course please reconfirm your session dates. Courses offered outside of session dates cannot be added to a single application. If you are requesting payment for more courses with different session dates, please create a separate application.

Course Name \*

Nursing Leadership and Management



Course Number \*

NSG 4310

Amount \*

\$ 1000.00

Credit Hours \*

4.0

Instruction Type \*

BLE

**Add An Expense**

14) Select Add Course at the bottom and continue:

### Important Tax Information

In compliance with IRS regulations, employer-provided educational assistance is exempt from taxation up to a maximum of \$5,250, per calendar year. Taxes will be assessed if, at the time of payment processing, your total amount of tuition assistance paid in the calendar year exceeds the allowable non-taxable amount.

**Add Course**

Cancel

15) Answer yes or no for “Did you receive any grants, scholarships, or discounts?”, read and agree to all the agreements, then type in your name and select continue:

Enter your name exactly as it appears above. \*

To accept agreement(s), you must type your name exactly as it appears above.

**Continue**

**Cancel**

16) Then review all the application details and then submit your application at the bottom:



### Agreements

Grants, Scholarships & Discounts

None \$0.00

**Submit Application**

**Delete**

17) You will see this message when your application is approved!



Tuition application # **12295057** was submitted.

## Your application has been approved

Congratulations, your application has been approved and met initial eligibility requirements. Please note, approval of this initial application does not guarantee payment. Documentation must be submitted in accordance with your program guidelines. Upon receiving a signed Letter of Credit (LOC) at course registration, the school will bill Bright Horizons directly for approved coursework and expenses. To complete the process, please access and print the Letter of Credit (LOC), then complete the LOC and send it to your education provider.

[Return to Home Page](#)

[Log Out](#)