



## Iowa Student Loan Nursing Education Loan Forgiveness Program Annual Confirmation of Full-Time Employment

***This is not an application for a loan.***

The information and certifications you are asked to provide on this confirmation form are required in order to process the Iowa Student Loan Nursing Education Loan Forgiveness Program benefit for which you were previously approved. Based on the confirmation of qualifying employment, your loan forgiveness benefit will be processed in accordance with the guidelines of the program. An employment confirmation form must be submitted each year for which you are requesting and are entitled to a forgiveness benefit from the program.

**Please return your completed form to:**

Iowa Student Loan, Attn: Matt Brown, Lender and School Services  
Ashford II Building, 6775 Vista Drive; West Des Moines, IA 50266-9305

### Part I – To Be Completed by the Nurse Educator or Practicing Registered Nurse (RN)

*Please Print.*

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Iowa Student Loan Account Number \_\_\_\_\_ College/University from Which you Graduated \_\_\_\_\_

If still enrolled in a nursing program (BSN, MSN, Ph.D.), list college attending and expected completion date. \_\_\_\_\_

Current Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

### Part II – Certification by the Nurse Educator or Practicing Registered Nurse (RN)

Please give the dates for the immediate past 12-month period covered by this certification:

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
mm/dd/yy mm/dd/yy

I certify that for the immediate past 12-month period I have been employed at (name of employer):

\_\_\_\_\_ and I have been (check one):

- Full time (as defined by my employer)     Part time for \_\_\_\_\_ hours worked per week

*If you have been employed part time by more than one employer, your employment must total 32 hours and you must submit separate certification for each place of employment.*

During the immediate past 12-month period I have been employed as a (select one of the following):

- A nurse educator.  
 A practicing registered nurse providing direct patient care in a LONG-TERM CARE facility/setting.  
 A practicing registered nurse providing direct patient care in a RURAL COUNTY facility/setting.\*  
 A practicing registered nurse providing direct patient care in an URBAN COUNTY facility/setting.\*

My signature also authorizes Iowa Student Loan to contact my employer and former college/university if necessary to verify the accuracy of the information that I have provided on this confirmation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Please refer to Part IV for a listing of urban/rural counties.*

### Part III – Certification by the Employer

I certify that the employee named in this confirmation has, for the immediate past 12-month period identified above, been employed:

- Full time (as defined by employer)     Part time for \_\_\_\_\_ hours worked per week

Printed Name of Employer \_\_\_\_\_ Signature of Employer \_\_\_\_\_

Title \_\_\_\_\_ Name of Organization \_\_\_\_\_

Town/City \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

### Part IV – Definitions

**Part-Time Employment** means any employment that is defined as less than full time by the employer. Employees employed less than full time at more than one employer must work a total of 32 hours in order to meet the full-time employment requirement. Individuals employed part time must submit a confirmation form from each employer. Part-time employment, rather than full-time employment, may qualify for partial benefits for nurse educators only.

**Full-Time Employment** is any employment defined as full time by the employer. An average of 32 hours worked per week is a general guideline to follow.

**Urban Counties in Iowa:** Black Hawk, Dallas, Dubuque, Johnson, Linn, Polk, Pottawattamie, Scott, Warren and Woodbury.

**Rural Counties in Iowa:** All other counties in Iowa not named above are classified as rural counties.