



Health Professions Education Foundation

Common Errors to Avoid when Completing your Application

ALL PROGRAMS

- Prior to beginning your application, please ensure that you meet the eligibility requirements of the program. Failure to meet the eligibility requirements will automatically deem your application ineligible.
- Ensure all documents uploaded/submitted are in an acceptable file format (. Doc, PDF, JPEG). If the Program Officer is unable to open your document, your application will be deemed ineligible.
- All documents/forms must be legible. If the Program Officer can not clearly read the information, they will not be able to certify the document/form.
- All fields/sections on a document/form must be completed. Any fields/sections not filled out will result in your application being ineligible.
- Screenshots are accepted, however, copying and pasting screen text is not. The information must not be in an editable format.
- Lender Statements must include the awardee's name, address of lender where payments are accepted, outstanding balance, and account number.
- It is highly recommended that only HPEF forms are uploaded. If uploading a private form in lieu of an HPEF form, all information on the HPEF form must be captured on the private form.
- Direct Patient Care hours must be indicated on your Employment Verification form.
- Screenshots of licenses from Breeze are accepted if applicant has renewed their license,

LICENSED MENTAL HEALTH SERVICES PROVIDER EDUCATION PROGRAM (LMHSPEP)

- LMHSPEP has a specific Employment Verification Form aside from the rest of the HPEF programs and must be used if applying for LMHSPEP.

STEVEN M. THOMPSON PHYSICIAN CORPS LOAN REPAYMENT PROGRAM (STLRP)

- The Certification of Practice Setting (COPS) form must be completed in its entirety.
- Pages 1 and 2 must be uploaded in order for the form to be considered complete.
- Section A or Section B of the COPS form must have both "Type of Practice Site" and "Patients Served" completed.
- Direct Patient Care hours must be filled out.
- Proof of licensure must be provided. Expired licenses will deem your application ineligible.