

**NEW JERSEY HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY (HESAA)**  
**NJ Nursing Faculty Loan Redemption Program (NFLRP) Employer Certification**

**Instructions:**

1. **Complete Section 1:** Verify all fields in *Section 1*, then download, and print the form. You must complete a separate certification form for each institution where you teach.
2. **Submit Form to Human Resources (HR):** Give the printed form to your HR Representative to complete *Section 2*.
3. **Review and Confirm Signatures:** Before submission, carefully review the form to ensure all fields are complete and accurate. Both you and your HR Representative must sign the form with hand-written signatures.
4. **Upload with Online Application:** Submit the completed and signed form with your online application **no later than April 30, 2025**.

To be considered for acceptance into the NFLRP, you must submit this certification form, for each institution where you teach, to HESAA by the submission deadline as part of your application. All required documents must be included at the time of submission. Incomplete applications will not be reviewed and will be deemed ineligible. You must maintain eligibility, as certified here, throughout your participation in the Program.

If you have any questions, please contact HESAA's Customer Care Center at 800-792-8670.

**SECTION 1: TO BE COMPLETED BY APPLICANT**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Email Address

\_\_\_\_\_  
Applicant Job Title

\_\_\_\_\_  
Applicant Contact Number

- 1) Provide the name of the institution and the number of credits you taught or are contracted to teach between July 1, 2024 and June 30, 2025: \_\_\_\_\_  
Name of Institution No. of Credits
- 2) Provide the number of consecutive years (July 1 – June 30) you taught as a full-time or part-time nursing faculty member at this institution: \_\_\_\_\_  
No. of years
- 3) Provide the number of credits from *Question 1* that were for courses within one of the institution's Registered Nurse (RN) programs: \_\_\_\_\_  
No. of credits
- 4) Are you currently participating in any other New Jersey State Loan Redemption Program or the federally administered National Health Service Corps Loan Repayment Program? ☐ Yes ☐ No

I certify that I am eligible for the NFLRP, as I am currently employed full-time or part-time as nursing faculty at an eligible institution. I understand that I must meet all eligibility criteria and comply fully with the NJ Nursing Faculty Loan Redemption Program requirements. I further understand that at the completion of each year of eligible employment my HR Representative must complete a Certification form to confirm my employment status before loan redemption is applied directly to my eligible student loan(s) through my student loan servicer(s).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## SECTION 2: TO BE COMPLETED BY THE APPLICANT'S HUMAN RESOURCES REPRESENTATIVE

The applicant is applying to participate in the New Jersey Nursing Faculty Loan Redemption Program (NFLRP), which offers student loan redemption to nurses with a valid registered nursing license who are employed full-time or part-time as nursing faculty at an **eligible New Jersey institution** as defined in the Questions and Answers section at [www.hesaa.org/Pages/NFLRP.aspx](http://www.hesaa.org/Pages/NFLRP.aspx).

Administered by the New Jersey Higher Education Student Assistance Authority (HESAA), the program provides up to \$50,000 in loan redemption. Over the course of five years, participants can receive up to \$10,000 per year in student loan redemption toward the principal and interest accrued on eligible student loan, based on the number of credits they teach.

As the applicant's HR Representative, you are responsible for verifying their employment as a nursing faculty member, and confirming the following have been answered correctly by the applicant on Section 1:

- The number of credits they taught or are contracted to teach;
- The number of consecutive years they taught at your institution; and
- The number of credits they taught within one of your institution's programs designed to prepare students to become Registered Nurses (RNs).

**Please ensure all required fields in this section are accurately completed.** The applicant's participation in this program is contingent upon the completion of this form and fulfillment of all eligibility criteria.

**IMPORTANT NOTE:** Carefully review *Section 1* as completed by the applicant. If any information is incorrect, the applicant **must correct** their section, and provide you with a revised, reprinted certification form. HR Representatives **must not** complete and/or sign *Section 2* of the form until the accuracy of the applicant's responses to Questions 1 through 3 in *Section 1* has been confirmed.

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Applicant Name

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Applicant Job Title at Institution

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Institution Name

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HR Representative Name

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HR Representative Email Address

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HR Representative Official Job Title

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HR Representative Phone Number

I certify to the best of my knowledge and belief that all of the information provided on this employment certification form is accurate.

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HR Representative Signature

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Date

**NEW JERSEY HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY (HESAA)**  
**NJ Nursing Faculty Loan Redemption Program (NFLRP)**

**Eligible Institution**

An eligible institution is either:

1. A school of nursing that is nationally accredited and licensed by the New Jersey Board of Nursing *or*
2. A nursing program at an Office of the Secretary of Higher Education (OSHE) licensed institution of higher education that is nationally accredited and licensed by the New Jersey Board of Nursing.

**Program Eligibility**

To qualify for student loan redemption under the NFLRP, an applicant must meet **all** of the following requirements:

1. Be a resident of the State of New Jersey and maintain domicile in the State during participation in the program;
2. Hold a valid New Jersey Registered Nursing License or a valid New Jersey Nurse Licensure Compact;
3. Have completed and earned a degree from an approved graduate degree program. Eligible programs include:
  - Master of Science in Nursing (MSN),
  - Doctor of Nursing Practice (DNP),
  - Doctor of Nursing Science (DNS),
  - Doctor of Philosophy (PhD) in Nursing or
  - Doctor of Philosophy (PhD) in Another Related Field of Study;
4. Maintained a GPA of 3.0 or higher on a scale of 4.0, (or its equivalent), while enrolled in an approved graduate degree program;
5. Have an outstanding balance on NJCLASS and/or federal student loans used to cover the cost of attendance at an approved graduate degree program, and not be in default on any student loan.

**Qualifying Student Loans**

NJCLASS and/or federal student loans used to cover the cost of attendance at an approved graduate degree program.

**Non-Eligible Loans**

The following loans are NOT eligible for loan redemption under this program:

- Student loans borrowed by someone else on your behalf (e.g., Parent PLUS loans),
- Loans you borrowed or co-signed on behalf of someone else,
- Non-student loans (e.g., home equity loans, even if used to pay for the approved degree), and
- Student loans that have already been paid off.

To learn more about the program and eligibility requirements, visit [www.hesaa.org/Pages/NFLRP.aspx](http://www.hesaa.org/Pages/NFLRP.aspx).

**Any person who knowingly or willfully provides any false or misleading information to receive student loan redemption benefits under the program is guilty of a crime of the fourth degree.**