

Project Advance Guidelines

Project Advance at AAMC:

The Project Advance program is a career advancement program for AAMC that helps to supplement the cost of education expenses such as tuition, books, and certain essential supplies up to \$2,500 for undergraduate programs and up to \$3,500 for graduate/doctorate nursing programs per fiscal year. Participants commit to maintaining at least a 0.5 FTE status and to work as a nurse at AAMC following graduation for a period of 12 months for every 12 months of participation.

Criteria for acceptance includes:

- at least 0.5 FTE
- be in good standing with no written disciplinary actions
- Work at AAMC for at least six months
- must have a letter of acceptance from a college of nursing and an expected start date for entry into the program (pre-requisites completed)

Participants are required to complete their degree in the time period as follows:

- ADN/RN – five years
- RN to BSN within three years
- Graduate programs (MSN/Nurse Practitioner/PhD/DNP) within five years

Key Points:

1. Participants must re-apply for grant support if funds are unused for one year
2. A course will be reimbursed up to three months after its completion. Unused funds do not carry over at the end of each fiscal year.
3. January applicants receive half of the first year's reimbursement as they are beginning halfway through the fiscal year.
4. Essential expenses that may be reimbursed include tuition, books, graduation fees. Some other essential supplies may include uniform pieces such as scrubs, if taking a clinical course with scrubs required, but are unable to reimburse items such as shoes or laptops/Microsoft office as these can be used for purposes other than the course.
5. If employee receives written disciplinary action while in the grant, they will be placed on probation for one year. Further disciplinary action will result in dismissal from the program. Employee may reapply one year after the discipline is received in the next available application period.