RIVERSIDE HEALTHCARE

As a Magnet-designated organization, Riverside goes above and beyond to provide nursing resources to support degrees, certifications, professional development, and recognition of achievements on the nursing clinical ladder.

Questions and/or applications requesting funding for tuition reimbursement, degrees, certifications and the nursing clinical ladder for bedside RNs are submitted to managed by Riverside's Organizational Development & Learning Department who obtains approval for all funding requests, and is responsible for having NEF funds issued to employees and/or to colleges/universities. Please email OLIEEducation@rhc.net or call 815-935-3276 x22702 for additional assistance.

Nursing Excellence Fund – BSN Degree Funding:

- The nursing degree completion application and approval process supports professional development and contributes to positive outcomes. Nursing programs offering Bachelor's Degrees in Nursing (BSN) are supported by the Nursing Excellence Through Education Fund (NEF).
- The NEF covers some costs for tuition and books and requires applying to, and obtaining tuition assistance from Riverside, thereby allowing nurses to maximize funding towards degree attainment and putting advanced education within reach which in turn support exceptional patient outcomes.

Click here to view the Nursing Excellence Fund Policy in PolicyStat and download the current application form. Forms are processed on a monthly basis by the Professional Development Council/Organizational Development & Learning Department. Submit completed applications to NEFApps@rhc.net.

Nursing Excellence Fund – National Nursing Certification Funding:

- The nursing certification application and approval process supports professional development and contributes to positive outcomes. Nationally recognized Professional Nursing Certifications that are endorsed by the American Nurses Credentialing Center (ANCC) will be considered for funding from the Nursing Excellence Fund (NEF) and are attached to the policy.
- Reimbursement for national certification costs is available upon the nurse's successful completion of the certification exam and submission of proof of certification to the Organizational Development and Learning Department (ODL) via NEFApps@rhc.net .

Click here to view the Nursing Excellence Fund Certification policy in PolicyStat and download the current application form.

Success Pays allows you to certify with reduced out-of-pocket costs!

Step 1: **Decide which certification best fits your role, career goals, and experience**. Review eligibility requirements to ensure you qualify **before applying**. Visit the ANCC certification website to explore options and requirements: https://www.nursingworld.org/certification/

Step 2: Obtain Study Resources and create a plan! Riverside Healthcare supports your studying efforts. Contact **NEFApps@rhc.net for** a login, for free study materials using Relias (formerly known as CE Direct) **Or** Find other materials to support your study by discussing with peers and suggestions from ANCC or the Professional Nursing Organization. **Keep all receipts** related to study materials, as you may be able to submit reimbursement.

Step 3: Obtain Your Success Pays Code (Required Before Scheduling the Exam). Email **NEFApps@rhc.net** to request your **Success Pays code**. The Success Pays code will cover the certification testing fee.

Step 4: Apply for and Schedule the Certification Exam. Apply online at: https://www.nursingworld.org/certification/ using the Success Pays code that you have received. Select your desired certification and complete the initial application. Carefully review the exam requirements during the application process. If you meet eligibility criteria, submit all required documentation and ANCC will issue an **ATT (Authorization to Test).** Once you have received your ATT you are able to schedule your exam**.**

Step 5: Take and Pass the Exam. Take the exam! If you do not pass on the first attempt, don't worry—you will have another opportunity to retake the exam without charge using the Success Pays code.

Step 6: Submit for Reimbursement. Complete the **Nursing Excellence Certification Application Form** (described above). Send the completed form and any required receipts to **NEFApps@rhc.net**This step is required for reimbursement of approved out-of-pocket expenses. When you have submitted this you will receive your **Certified Nurse's Badge.**

Questions or Need Help?
Email **NEFApps@rhc.net** for guidance at any point in the process.

Nursing Career Ladder Guidebook and Application Form via PolicyStat:

- Riverside's Nursing Career Ladder is open to all full-time and part-time clinical RNs employed for at least six months in good standing. There are four levels on our ladder which are aligned to Benner's Novice to Expert framework.
- Each ladder level has a financial incentive.
- Submit completed applications to NEFApps@rhc.net.

Click here to view the Guidebook and Application Form (network login required)