

# Graduate Professional Nurse Traineeship Application Process

## 1. Eligibility

Students are eligible if they are:

- A. enrolled in 7 units or more in one semester
- B. enrolled in the 297/299 thesis/project seminar
- C. pursuing a master's degree in one of the following areas: education, clinical nurse specialist (school nurse), family nurse practitioner or nursing administration
- D. part-time in the last year of the program
- E. a U.S. citizen

*\*Students funded by the Moore Foundation Grant are not eligible for Traineeship funds.*

*\*\*Note: students who have received over \$2,500 will not be eligible for additional funding.\*\**

## 2. Paperwork to complete

- A. First time applicant
  - 1) Application form (attached)
  - 2) Enrollment Data form (attached)
  - 3) Reference letters from a School of Nursing faculty member and your clinical supervisor (forms attached)
  - 4) Original receipt of paid fees
    - a) Copies and faxes are **not** accepted
    - b) You may call the cashier's office (408) 924-1631 and request a duplicate original to be sent to Mary Lou Bennett in the School of Nursing (95192-0057).
  - 5) List of courses that you are enrolled in (can be obtained from SJSU internet site)
- B. Previous awardee
  - 1) Application form (attached)
  - 2) Enrollment Data form (attached)
  - 3) Letter requesting that your award be reactivated
  - 4) Original receipt of paid fees
    - a) Copies and faxes are **not** accepted
    - b) You may call the cashier's office (408) 924-1631 and request a duplicate original to be sent to Mary Lou Bennett in the School of Nursing (95192-0057).
  - 5) List of courses that you are enrolled in (can be obtained from SJSU internet site)

All application materials should be directed to:

School of Nursing Office  
Attn: Mary Lou Bennett  
Health Building, Room 420

## 3. Due date for Fall 2009: Monday, September 21, 2009.

No application will be considered until the application, original receipts and reference letters are submitted.

## 4. Recipient notification

- A. You will be informed whether you have received a Traineeship during the semester in which you applied.
- B. If you obtain the award, there is additional paperwork that must be completed before monies can be awarded. The following forms will be provided by Mary Lou Bennett and must be returned to her.
  - 1) Statement of Appointment
  - 2) Award Acceptance Letter

*If you have any questions, please contact Dr. Daryl Canham  
408-924-1323 or canham@son.sjsu.edu.*