



Nursing Education Scholarship Program (NESP)

2022-23 Certification

User Guide



Overview of the NESP Processing

During the early part of the 2022-23 award year, the NESP program was transitioned to the Illinois Student Assistance Commission from the [Illinois Department of Public Health](#) (IDPH) for administration of this state program. For the 2022-23 award year, ISAC will continue to administer the program according to the [rules](#) and procedures set forth by IDPH, and school certification and payment processing for the spring 2023 and summer 2023 terms will be processed through ISAC's Gift Assistance Programs (GAP) Access portal.

Students receive awards on a semester basis and the academic year is divided into these date ranges:

- Fall semester: 9/1/2022 – 12/31/2022;
- Spring semester: 1/1/2023 – 5/31/2023;
- Summer semester: 6/1/2023 – 8/31/2023.

Notes for Quarter Schools

If a school that participates in the program is on a quarter system, IDPH asked that the school include tuition cost information for their students for the quarters that fall within the IDPH semester format.

For quarter schools, many have included tuition cost information for the student's fall and winter quarters during the Fall verification period so that IDPH would have the information for January, and IDPH instructions were as follows:

- If your school does not operate on a semester basis, adjust the student's tuition and fees information to fit into these time frames:
 - Fall 22 Term: 9/1/2022 - 12/31/2022
 - Spring 23 Term: 1/1/2023 - 5/31/2023
 - Summer 23 Term: 6/1/23 - 8/31/23

Certification and Payment

A list of qualified scholarship applicants will be provided to participating institutions in GAP Access for spring and summer terms, through which schools will be asked to complete the term-based certification process to verify enrollment and report data needed to calculate the student's award amount so that benefits can be paid. Schools will be asked to report the number of credit hours in which each student is enrolled, their GPA, tuition and fees not covered by other funding, program of study, and expected graduation date.

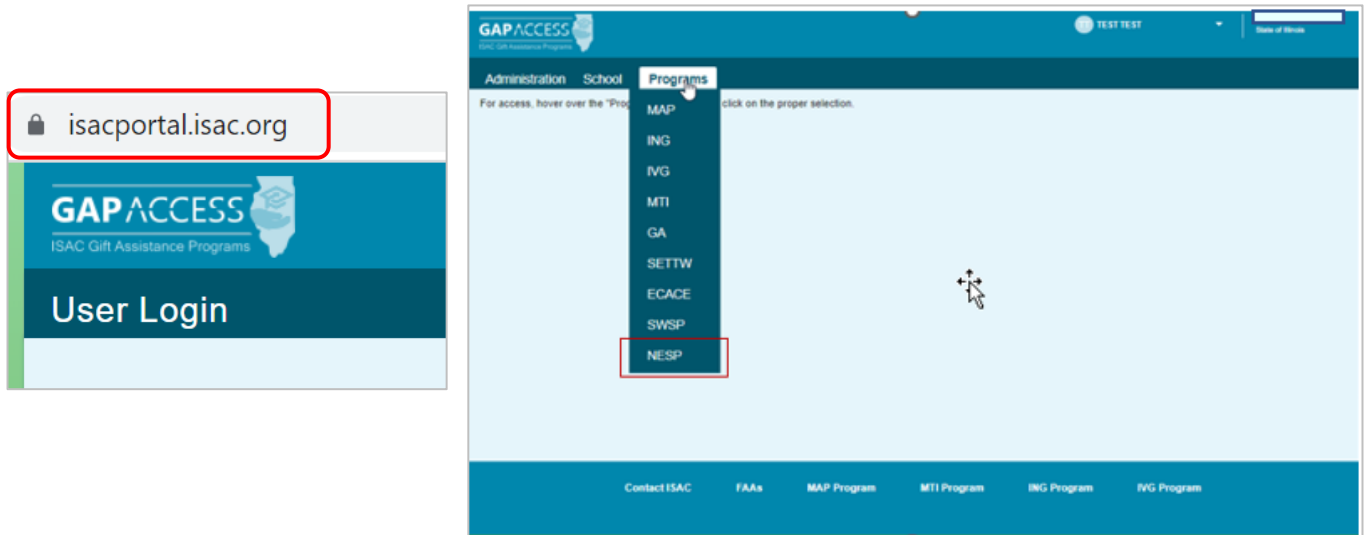
Award amounts will then be calculated for each student after institutions have certified enrollment information. Once certification has been completed, the next phase of payment processing can occur.

ISAC will provide an update to schools when the payment processing phase begins, and will provide voucher information to the schools when the payment process has been completed.

Access and Navigation

The system to administer the Nursing Education Scholarship Program (NESP) is available through ISAC's Gift Assistance Programs (GAP) Access portal at <https://isacportal.isac.org>.

All users need a valid GAP Access ID and password to access the system. Once a school user has successfully logged in to GAP Access, the NESP information can be accessed by selecting NESP on the Programs tab.



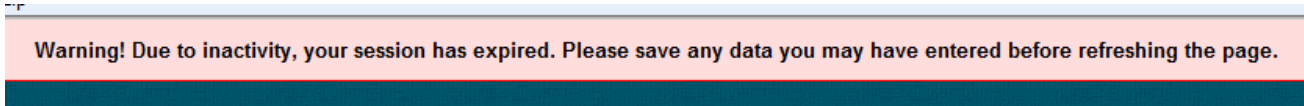
ISAC relies on a designated Primary Administrator (usually, the Financial Aid Director) at each institution to authorize users and provide them with the appropriate level of access for each program in the system.

Program functions are contingent upon each user's program privileges. The administrator must access the User Maintenance area and update the program access and level for each user.

- “None” does not allow any access to NESP records.
- “Update” grants the ability to both edit and view NESP records.
- “View” grants view only access to NESP data (no editing ability).

Visit www.isac.org/gap-access/ for more information on using GAP Access, including guidance on activating and updating user accounts.

Please note that the GAP Access system will time out after prolonged inactivity. The following message will appear to allow you to save your data.



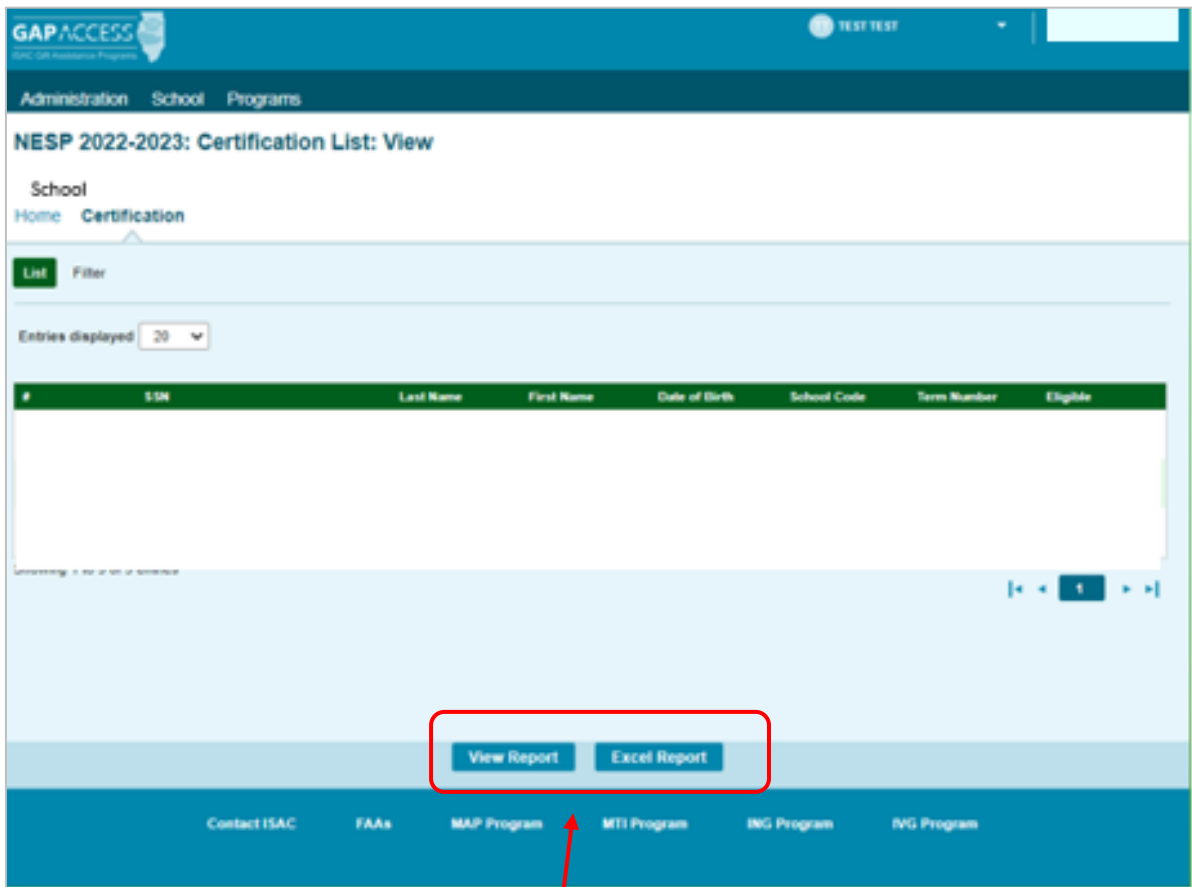
NESP Certification List: View Screen

Once you have navigated to the NESP Program in GAP Access, you can view the list of eligible students who successfully completed the NESP application process and listed your school as the college the applicant plans to attend.

The list will initially appear in alphabetical order, however, you may use the **Filter** functionality to customize your view as needed.

The initial loading of this page will result in a default view with the following columns:

- Current SSN
- Last Name
- First Name
- Date of Birth
- School Code
- Term Number
- Eligible



You can also generate a report of your student list, which can be saved to your computer, using the View Report or Excel Report buttons at the bottom of the screen.

NESP Certification List – Filter

A filtering functional is available on the **Certification List** screen that will allow you to select certain records for certification if you prefer to view or complete them in a particular order.

For example, if you prefer to focus on a certain term, you may select those options on the **Certification List: Filter** screen, and then select the **List** tab next to the **Filter** tab or the **List** button at the bottom of the screen to generate a filtered list.

Administration School Programs

NESP 2022-2023: Certification List: Filter

School

Home Certification

List Filter

SSN

Last Name

First Name

Term

Certified Status

List Reset

SSN

Last Name

First Name

Academic Level

Term

Certified Status

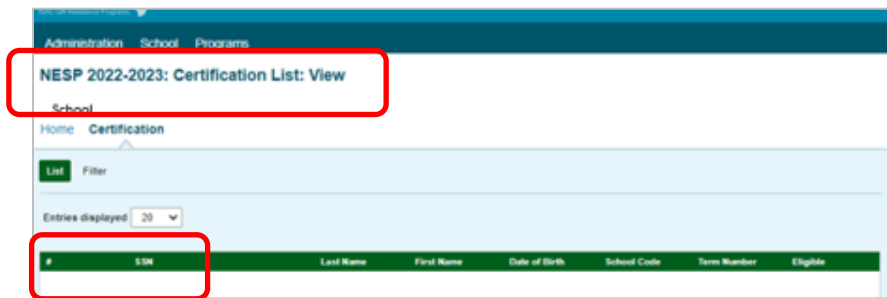
- All -
Eligible
Not Eligible

When using the filter options, be sure to select the appropriate **Certified Status** for the record(s) you are wanting to access, or simply select **All** for the **Certified Status** option.

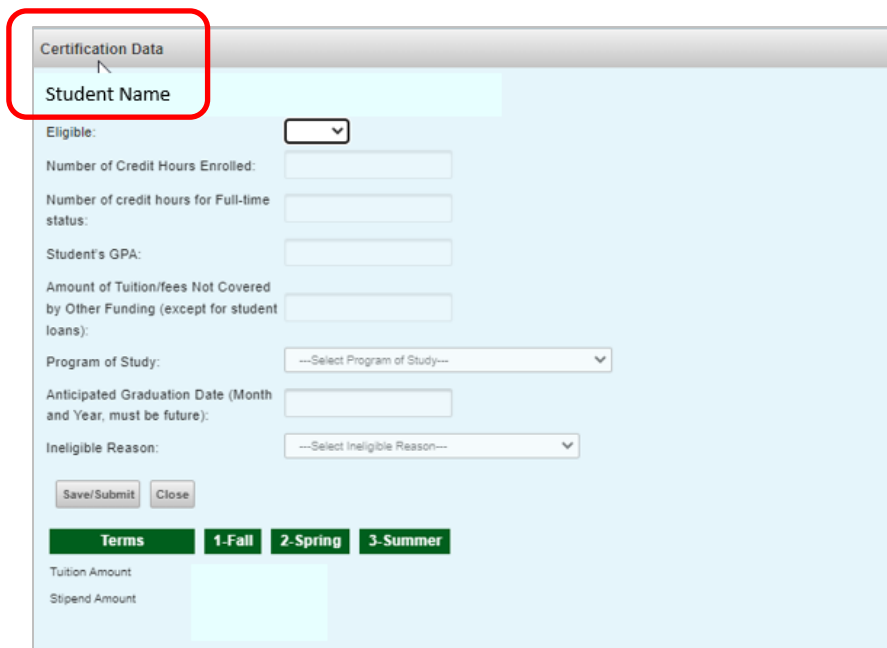
If your filtering options do not initially provide the result you're looking for, check to make sure that an option has been selected for the **Certified Status** and that it has not been left blank.

NESP Certification List: View Screen

- The **Certification List: View** screen includes all applicants for whom ISAC has received a complete NESP application with your college listed on the application.
- Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible.
- **The only way an applicant can be considered for an award and/or receive an NESP notification letter about their ineligibility is if the applicant's certification has been completed by the college in GAP Access.**
- To complete a certification record for an applicant, navigate to the **Certification List: View** screen and click on an individual student's name or SSN that appears on the list to open up a **Certification Data** screen for the student.



- Enter the required data on the individual Certification Data screen, and then click on the **Save/Submit** button to complete the certification process for that student record.
- The **Save/Submit** button will not be enabled until data has been provided for all required fields.



NESP Certification Data Screen

- Once the **Certification Data** screen has been opened up for an individual student record, the certification process can be completed by entering the appropriate data.
- In the first data field, you must indicate if the student is eligible by selecting “**Yes**” or “**No.**”
- The answer to this question will determine the other data elements that must be completed on the screen to complete the Certification process.
- Required data fields will be outlined in red.
- If the answer is “**No**”, the required field you must complete is **Ineligible Reason** by selecting the most appropriate answer from the drop-down menu.
- If the answer is “**Yes**”, the following need to be filled out:
 - Number of Credit Hours Enrolled
 - Number of credit hours of Full-time status
 - Student’s GPA
 - Amount of Tuition/fee Not Covered by Other Funding (except for student’s loans)
 - Program of Study -Select from the drop down
 - Anticipated Graduation Date (Month and Year, must be future)

The screenshot displays the 'Certification Data' screen for a student. The 'Eligible' field is set to 'Yes'. The 'Number of Credit Hours Enrolled' and 'Number of credit hours for Full-time status' fields are highlighted with red borders. The 'Program of Study' and 'Ineligible Reason' fields are also highlighted with red borders. The 'Save/Submit' and 'Close' buttons are visible at the bottom. Below the buttons, there are three green buttons labeled 'Terms', '1-Fall', '2-Spring', and '3-Summer'. The 'Tuition Amount' and 'Stipend Amount' fields are partially visible at the bottom.

Certification Data

Student Name

Eligible: Yes

Number of Credit Hours Enrolled

Number of credit hours for Full-time status

Student's GPA

Amount of Tuition/fees Not Covered by Other Funding (except for student loans)

Program of Study: --Select Program of Study--

Anticipated Graduation Date (Month and Year, must be future):

Ineligible Reason: --Select Ineligible Reason--

Save/Submit Close

Terms 1-Fall 2-Spring 3-Summer

Tuition Amount

Stipend Amount

NESP Certification Data Screen

- After providing data elements for the required field(s), click on the **Save/Submit** button to complete the process.
- Once you've saved the data, the student's certification is complete, and the student will no longer appear on the **Certification List** screen.
- Or, to exit without saving and submitting, click on the **Close** button.
- After saving, you cannot go back and make any changes.
- All saved information is final.
- If changes are needed, you will need to contact ISAC's School Services Department for assistance at 866-247-2172 or via e-mail at isac.schoolservices@illinois.gov

The screenshot displays the 'Certification Data' form. At the top, there is a header 'Certification Data' and a light blue box for 'Student Name'. Below this, several fields are listed: 'Eligible:' with a 'Yes' dropdown; 'Number of Credit Hours Enrolled:', 'Number of credit hours for Full-time status:', 'Student's GPA:', and 'Amount of Tuition/fees Not Covered by Other Funding (except for student loans):', each with a corresponding text input field. The 'Program of Study:' field has a dropdown menu open, showing options: '---Select Program of Study---', 'Certificate in Practical Nursing', 'Associate Degree in Nursing', 'Hospital-based Diploma in Nursing', 'Baccalaureate Degree in Nursing', 'Graduate Degree in Nursing', and 'Graduate Degree in Nursing (become Nurse Educator)'. Below the dropdown are 'Save/Submit' and 'Close' buttons. At the bottom, there are three green buttons labeled 'Terms', '1-Fall', '2-Spring', and '3-Summer'. The 'Tuition Amount' and 'Stipend Amount' fields are partially visible at the bottom left.