

Nurse Apprentice Program (NAP) American Rescue Plan Act (ARPA) Grant Facility Resource Guide

The Nurse Apprentice Program ARPA Grant

In February 2022, the State of Nevada received American Rescue Plan Act (ARPA) federal dollars to support the Nurse Apprenticeship Program (NAP) to address the nursing workforce shortage at facilities and provide opportunities for nursing students in Nevada. Current funding is approved through February 2025.

Eligible facilities for the Nurse Apprentice Program ARPA Grant are limited to the following:

- Skilled Nursing Facilities
- Critical Access Hospitals
- State Facilities
- Non-Profit Hospitals
- Long Term Acute Care Hospitals

The award has four main components for a participating facility:

1. Reimbursement of RN nurse apprentice wages per hour.
2. Reimbursement of PN nurse apprentice wages per hour.
3. Reimbursement of an hourly stipend for the supervising RN supervising the nurse apprentice.
4. Availability of funding for a retention or sign-on bonus of up to \$4,000 upon graduation and licensure of the Nurse Apprentice to Registered Nurse with proof of employment agreement from the facility. Note: nurse apprentices are W-2 employees of each facility.

Funding is available directly to the Nurse Apprentice residing over 50 miles from the employing facility. This funding will reimburse travel expenses at the GSA rates for food per diem, mileage, and lodging if needed (lodging receipt required).

Follow these steps to enroll into the grant program and begin hiring nurse apprentices to work at your health care facility!

Grant Enrollment:

1. To sign up your facility and begin requesting reimbursement for your nurse apprentices, please visit: <https://nap.nrhp.org/mou/>. Fill out the participation agreement and upload a copy of your internal program policy.
2. An email will be sent to the authorized facility representative and the Director of Nursing to sign the electronic participation agreement.
3. Nevada Rural Hospital Partners will review and countersign the participation agreement. You will receive a signed copy for your records.
4. Nevada Rural Hospital Partners will contact the fiscal representative listed on the participation agreement and request banking information for electronic funds transfer (EFT) to your account.

Nurse Apprentice Recruitment:

Once enrolled the facility may begin to hire nurse apprentices. Each enrolled facility must have the following information on file:

- ✓ Internal Nurse Apprentice Program Policy signed by the nurse apprentice **(mandatory)**
- ✓ Current Skills List from each student's school of nursing **(mandatory)**
- ✓ Internal Facility Skills List may be used to verify competency of skills listed on list from nursing school (recommended)
- ✓ Transcripts may be requested in order to verify enrollment and to see if the student is in good standing (recommended).

It is the responsibility of the hiring facility Director of Nursing to conform with the [requirements](#) and [regulations](#) of the Nevada State Board of Nursing (NSBN) Nurse Apprentice Program (NAP).

For more information about the program please visit <https://nap.nrhp.org/> or email joseph@nrhp.org

Frequently Asked Questions (FAQ)

Q: What is a Nurse Apprentice?

A: The Nurse Apprentice is an employee of a health care facility who is currently enrolled in a pre-licensure nursing program. The Nurse Apprentice works at a health care facility providing nursing care following the Nevada State Board of Nursing [approved skills list](#). As the Nurse Apprentice progresses through their nursing programs, their ability to perform more skills increases.

Q: What are the benefits of hiring a Nurse Apprentice?

A: This program provides additional nursing staff to the health care facility and an opportunity to establish a nursing pipeline. It also provides nursing students with the ability to “earn while they learn”. The students will have the opportunity to learn the culture of the health care institution while still enrolled in school. The students may decide to retain employment following graduation and licensure as a registered nurse or practical nurse.

Q: Is there a limit to the number of hours a Nurse Apprentice can work?

A: No. Nurse apprentices can work any number of hours available at the health care facility. Most nurse apprentices prefer to work per-diem or part-time to work around their school schedules and allow for study time. The schedule is established between the facility and the employee.

Q: What is required to request reimbursement for Nurse Apprentice hours worked?

A: The facility will need to submit monthly requests for reimbursement by the 10th of each month through the online portal located at <https://nap.nrhp.org/facilities/>. The facility will need to upload documentation such as timesheets, to show the dates/hours the nurse apprentice worked.

Q: How far into school must a student be in order to apply for an apprentice nurse position?

A: Nursing students enrolled in accredited nursing programs are eligible to work as a nurse apprentice at any point while attending school. It is up to each facility to determine their preference as to the length of time and experience a nursing student has completed. Typically, facilities prefer students to have already passed their nursing fundamentals courses, prior to applying for an apprentice position.

Q: What facilities have a nurse apprentice program?

A: The following Nevada facilities have formal nurse apprentice programs and have enrolled into the NAP ARPA Grant: <https://nap.nrhp.org/map/>. The list is updated frequently as more facilities enroll into the grant program.

Q: How does a student sign up to be an apprentice at a Nevada facility?

A: If a student wants to be an apprentice, they should contact the facility’s human resource department directly to inquire about an open position.

Q: Who determines what skills an apprentice nurse can do?

A: The nursing student can only perform skills they have been trained in their nursing program. The facility determines which of those learned skills can be performed in the Director of Nursing at the hiring

facility ensures the student is competent in the skill. All skills should follow the approved skills list authorized by the Nevada State Board of Nursing.

Q: Do nursing students need approval from their nursing school to apply for a nurse apprentice position or just coordinate directly with facility?

A: Approval is not needed from the nursing school, but the facility will need to verify that the student is enrolled and in good standing with the school. The facility will need to obtain an updated clinical skills list from the school to identify the skills the nurse apprentice can perform while working.

Q: When it comes to apprentice openings, is there a limited number of apprentice nurses a facility can employ?

A: Each facility determines the number of nurse apprentices needed at any given time. It is often fluid, and changes based on current staffing, budget and resources available to accommodate apprentice positions.

Q: Who is responsible to keep record of nurse apprentice student skills lists?

A: The nurse apprentice provides the list of skills from their school of nursing to the facility's human resource officer or Director of Nursing. Each semester it is necessary for the facility to have an updated skills list on file for each nurse apprentice hired.

Q: Do facilities have the ability to teach apprentices skills they have not performed outside of the skills labs at school?

A: No, skills performed as an apprentice nurse must be taught in nursing school. Students are required to bring their current skills list to show the facilities the skills in which they are competent.

