



Checklist for Recruitment and Retention Project (RRCP) Application:

- All portions of application are complete (incomplete application will be denied)
- Copy of citizenship papers are attached if needed
- Copy of employment contract (if not attached, the application will be denied)
- Copy of sliding fee schedule (if not attached, the application will be denied)
- Copy of documentation needed in Student Loan Balance (if not attached, the application will be denied)
- All signatures are in blue ink

The preferred method of receipt for completed applications with attachments is by e-mail to:

adam.j.kloss@wv.gov

If you submit your application by e-mail and do not receive a return e-mail confirmation within 3 business days, please call the office at 304-352-6018. If no one is available to answer the call, please leave a voice message.

Completed applications with attachments are also accepted by mail to:

Recruitment and Retention Community Project
State Office of Rural Health
WVDHHR/Bureau for Public Health
Office of Community Health Systems and Health Promotion
350 Capitol Street, Room 515
Charleston, West Virginia 25301

Call with Questions: 304-352-6018

INCOMPLETE APPLICATIONS WILL BE RETURNED

APPLICATIONS WILL BE ACCEPTED 3/1/2023 THROUGH 4/30/2023

PERSONAL INFORMATION:		
Last Name	First Name	Middle Name
OTHER NAMES USED:		
Last Name	First Name	Middle Name
REQUIRED:		
Home Telephone	Cell Telephone	
DATE OF BIRTH:		
Month	Day	Year
CURRENT HOME ADDRESS:		
Number	Street	Apt. No.
City	State	Zip Code
EMAIL ADDRESS:		
PLACE OF BIRTH:		
City	State	Country
ARE YOU A CITIZEN OF THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
(ONLY U.S. CITIZENS OR NATIONALS ARE ELIGIBLE UNDER THIS PROGRAM)		
CURRENT EMPLOYER		DATE EMPLOYED
(Attach a copy of current employment contract)		
EMPLOYER FEIN #		WORK TELEPHONE
DIRECTOR'S NAME:		CONTACT'S TELEPHONE
FACILITY CONTACT EMAIL:		
CURRENT WORK ADDRESS:		
Number	Street	Apt. No.
City and County	State	Zip Code (include all nine digits)
Type of Provider <input type="checkbox"/> Allopathic Physician <input type="checkbox"/> Certified Nurse Midwife <input type="checkbox"/> Clinical Psychologist <input type="checkbox"/> Dentist <input type="checkbox"/> Health Service Psychologist <input type="checkbox"/> Nurse Practitioner <input type="checkbox"/> Osteopathic Physician <input type="checkbox"/> Pharmacist <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Psychiatric Nurse Specialist <input type="checkbox"/> Substance Use Disorder Counselor		Specialties <input type="checkbox"/> Adult <input type="checkbox"/> Family Practice <input type="checkbox"/> Family Practice – Geriatrics <input type="checkbox"/> Family Practice w/ OB <input type="checkbox"/> General Practice <input type="checkbox"/> Geriatrics <input type="checkbox"/> Internal Medicine <input type="checkbox"/> Internal Medicine – Geriatrics <input type="checkbox"/> OB/GYN <input type="checkbox"/> Pediatrics <input type="checkbox"/> Psychiatry <input type="checkbox"/> Psychiatry – Geriatrics <input type="checkbox"/> Public Health Dentistry <input type="checkbox"/> Women's Health <input type="checkbox"/> NONE
AMOUNT OF STUDENT LOAN BALANCE:		
(Attach a copy of Loan Balances for Verification)		
LANGUAGES KNOWN OTHER THAN ENGLISH:		

Read	Write	Speak (Fluently)
DO YOU HAVE AN EXISTING SERVICE OBLIGATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU HAD A SERVICE OBLIGATION IN THE PAST? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YES, NAME OF PROGRAM		
ADDRESS OF THE PROGRAM		
CONTACT PERSON		CONTACT'S PHONE NUMBER
TERMS OF OBLIGATION		
ARE YOU IN DEFAULT OF THIS OBLIGATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		
WHEN WILL THE OBLIGATION BE COMPLETED?		
WHEN WILL YOU BE AVAILABLE TO PRACTICE UNDER THE RRCP PROGRAM?		
NAME OF PROFESSIONAL SCHOOL FROM WHICH YOU GRADUATED		DATE OF GRADUATION
_____		_____
Street	City	State
		Zip Code
RESIDENCY OR PROGRAM NAME AND LOCATION		
ADDRESS		

Street	City	State
		Zip Code
ARE YOU BOARD CERTIFIED OR BOARD ELIGIBLE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
LOCUM TENENS SUPPORT		
LOCUM TENENS AGENCY		
DATES NEEDED FROM		
SPECIALTY NEEDED		
DO YOU NEED THE STATE OFFICE OF RURAL HEALTH TO ASSIST IN RECRUITING A PERMANENT PHYSICIAN FOR THIS POSITION?		
PROVIDE A CONTACT NAME AND NUMBER FOR RECRUITMENT		
CREDENTIALS (required before beginning service):		
ARE YOU PRESENTLY HOLDING A LICENSE, REGISTRATION, AND/OR CERTIFICATION TO PRACTICE IN WEST VIRGINIA? <input type="checkbox"/> YES <input type="checkbox"/> NO License # NPI #		
INDICATE STATE(S)		
NOTE ANY LICENSURE RESTRICTIONS:		
STATE OR REGIONAL BOARD:		
NATIONAL CERTIFICATION:		

PART I AND II NATIONAL BOARDS:		
PART III OF NATIONAL BOARDS:		
OTHER (Specify)		
If additional space is required, please use continuation sheet and type your name at the top of each page and attach to your application.		
DO YOU PROVIDE SUD SERVICES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DO YOU HAVE A SUD LICENSE OR CERTIFICATION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE YOU A DATA 2000 WAIVER PROVIDER?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DESCRIBE YOUR PRACTICE EXPERIENCE OVER THE LAST 5 YEARS.		
PERCENT OF PRACTICE TIME:		
Office Based	Hospital Based	
Administration	Teaching	
CURRENT STAFFING LEVELS	QUANTITY	FTE EQUIVALENT
• Physicians (FP, IM, PED, OB/GYN)		
• Nurse Practitioners (FNP, ANP, PNP, OB/GYN, ER)		
• Physician Assistants (FP, IM, PED, OB/GYN, ER)		
• Certified Nurse Midwives		
PATIENTS BY INSURANCE COVERAGE FOR PAST TWELVE (12) MONTHS	NUMBER OF PATIENTS	
• Medicare		
• Medicaid		
• CHIP		
• Insured		
• Underinsured		
• Uninsured/private pay		
<p>After fulfilling your WV RRCP service, do you intend to continue practicing your profession in a medically underserved or Health Professional Shortage Area (HPSA)? Please check the appropriate box below.</p> <p style="padding-left: 40px;">I do not intend to continue practicing in a HPSA after I have fulfilled my WV RRCP service.</p> <p style="padding-left: 40px;">I am undecided as to whether I am going to continue practicing in a HPSA after I have fulfilled by WV RRCP service.</p> <p style="padding-left: 40px;">I plan to continue practicing in a HPSA for one or two years after I have fulfilled my WV RRCP service.</p> <p style="padding-left: 40px;">I plan to continue practicing in a HPSA for more than two years after I have fulfilled by WV RRCP service.</p>		
PROVIDE DOCUMENTATION OF PROFESSIONAL ACHIEVEMENTS.		
<p>PLEASE PROVIDE A NARRATIVE IN 100 WORDS OR LESS REGARDING YOUR COMMITMENT TO PRACTICE IN A MEDICALLY UNDERSERVED AREA. If additional space is required, please use continuation sheet and type your name at the top of each page and attach to your application.</p>		
PROFESSIONAL REFERENCE INFORMATION (Confidential)		

1. Reference Name _____
Position or Title _____ Telephone _____
Address _____

2. Reference Name _____
Position or Title _____ Telephone _____
Address _____

3. Reference Name _____
Position or Title _____ Telephone _____
Address _____

The following information is voluntary to be used solely to the Program; however, your cooperation is essential for us to ensure adequate evaluation of the Recruitment and Retention Community Project.

_____ Male _____ Female

Please mark the item below which best describes your primary racial/ethnic background: Please CHECK ALL that are applicable:

- Black
- Hispanic
- White
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Other

CERTIFICATION

I certify that the information given in this application is accurate and complete to the best of my knowledge and belief. I understand it may be investigated and that any willfully false representation is sufficient cause for rejection of this application, or, if awarded a Loan Repayment that I am liable for repayment of all awarded funds and, further, that any false statement herein may be punished as a felony.

SIGN YOUR FULL NAME IN BLUE INK

SIGNATURE

DATE

Print your name with credential initials

FACILITY/EMPLOYER ACCEPTANCE

Candidate's Name

NPI #

Declarations (Sub-recipient grant agreement will be made in the name of the Employer. Executive Director/DEO must initial each statement.)

- This grant award will not be used for supplemental income for the Candidate named in this application.
- The Candidate will provide primary care services a minimum of forty (40) hours a week, forty-five (45) weeks a year, at the practice site listed in this application. Twenty (20) hours a week if award is for part-time work.
- The Candidate named in this application will practice only at the site(s) listed in this application.
- Grant funds, if received, will be disbursed to the Candidate's lending institution(s) where medical education loan balance(s) exist within fourteen (14) working days of Employer's receipt of funds from the Department.
- Within Sixty (60) days of disbursement, Employer will mail a copy of the canceled check or electronic payment to the Department.
- A copy of the employment agreement between the Employer and the Candidate is enclosed.
- We will notify the Department immediately upon the departure of the Candidate.

I certify that the information given in this application is accurate and complete to the best of my knowledge and belief and further, that any false statement herein may be punished as a felony. I understand this application may be investigated and that any willfully false representation is sufficient cause for rejection of this application. If our facility is awarded a sub-recipient grant, it is liable for repayment of all awarded funds plus 20% penalty to the Department. It is the responsibility of our facility to recoup funds from the recipient.

Executive Director (or Designee) Signature/Date

Please use blue ink for signature

Please Print Name of Executive Director (or Designee)

Please Print Name of Chief Financial Officer (for Grant Agreement purposes only)

Please Print Email and Phone number for Chief Financial Officer (for Grant Agreement purposed only)