

Doctorate of Nursing Practice Application Instructions

- 1) Select Workforce Education:

* = Required

HCA 
HealthcareSM

Which benefit would you like to manage? *

Workforce Education

Student Loan Support

Log Out 

- 2) Select New Application:

Workforce Education

 5   

port Coaching & Resources History **NEW APPLICATION**

3) Select Degrees & Other Learning:



What type of education are you looking for?

Education Type*



Degrees & Other Learning

For degrees, certificates, individual courses, and other types of education.

careeronline™
HIGH SCHOOL

High School Diploma

Adults can earn an accredited diploma and career certificate with this self-paced and supported online program.

[Learn About COHS](#)

4) Select Doctorate of Nursing Practice for the Education Program:



What type of learning is this application for?

Education Program *

Doctorate of Nursing Practice



Next Question



What is the professional area of focus?

Please Make a Selection *

Q

ADN-2 Year

BSN Pre-licensure

Diploma-Practical/Vocational Nursing

MSN - Educator

MSN - Leadership

Nursing Academic Leadership

Nursing Executive Leadership

Continue

6) Select Galen College of Nursing-Pre-Licensure, MSN,DNP:



What Employer Program would you like to use?

Please Make a Selection*

- ☐ Tuition Reimbursement Program **(Ineligible)**
- ☐ Clinical Doctorate Degree Program **(Ineligible)**
- ☒ Galen College of Nursing - Pre-Licensure, MSN, DNP 
- ☐ LPN Program **(Ineligible)**
- ☐ Tuition Reimbursement RN to BSN **(Ineligible)** 
- ☐ Galen College of Nursing Online RN to BSN **(Ineligible)** 
- ☐ Language Learning and Career Online High School **(Ineligible)** 
- ☐ Clinical Care Pathways (Direct Bill) **(Ineligible)** 
- ☐ Myrtle Beach - Future Nursing Program **(Ineligible)**

Continue

Cancel

7) Enter Student ID & Search for Provider:

* = Required



Who is your Education Provider? *

Selected Education Provider *

None Selected

Address *

-

Student ID (Optional)

0/15

Search For A Provider

8) Type in Galen and enter KY as the state, and select search:

Name (Optional)

Galen

Country (Optional)



State (Optional)

KY



City (Optional)

Accreditation (Optional)

Select



Search

Clear

9) Select the first option 3050 Terra Crossing Blvd:

Search Results

Name	Address	EEN	Select Education Provider
Galen College of Nursing	3050 Terra Crossing Blvd, Louisville, KY		Select
Galen College of Nursing	101 Airport Gardens Road, Suite 200, Hazard, KY		Select

10) Galen College of Nursing will populate and then select continue:



Who is your Education Provider? *

Selected Education Provider *

Galen College of Nursing

Address *

3050 Terra Crossing Blvd

Louisville, KY 40245

Search For A Provider

Continue

Cancel

11) Select your session dates from the drop-down menu and answer the graduation question:

Courses and Expenses

* = Required



Session Information

Session Start Date *

Select



Are you graduating or completing your education program with this session?

Please Make a Selection*

☐ Yes

☐ No

2026 Dates

Jan 5 – Feb 24

Mar 2 – Apr 21

May 4 - June 23

July 6 - Aug 25

Aug 31 - Oct 20

Oct 26 - Dec 15

12) Add your course (s)



Course & Expense Information

Add A Course & Related Expense

13) Select your course from the drop-down menu and enter the amount:

Add a Course & Related Expense

Search for your course by Course Name or Course Number. If you are unable to find your course please reconfirm your session dates. Courses offered outside of session dates cannot be added to a single application. If you are requesting payment for more courses with different session dates, please create a separate application.

Course Name *

Nursing Leadership and Management



Course Number *

NSG 4310

Amount *

\$ 1000.00

Credit Hours *

4.0

Instruction Type *

BLE

Add An Expense

14) Select Add Course at the bottom and continue:

Important Tax Information

In compliance with IRS regulations, employer-provided educational assistance is exempt from taxation up to a maximum of \$5,250, per calendar year. Taxes will be assessed if, at the time of payment processing, your total amount of tuition assistance paid in the calendar year exceeds the allowable non-taxable amount.

Add Course

Cancel

- 15) Answer yes or no for “Did you receive any grants, scholarships, or discounts?”, read and agree to all the agreements, then type in your name and select continue:

Enter your name exactly as it appears above. *

To accept agreement(s), you must type your name exactly as it appears above.

Continue

Cancel

- 16) Then review all the application details and then submit your application at the bottom:



Agreements

Grants, Scholarships & Discounts

None \$0.00

Submit Application

Delete

- 17) You will see this message when your application is approved!



Tuition application # **12295057** was submitted.

Your application has been approved

Congratulations, your application has been approved and met initial eligibility requirements. Please note, approval of this initial application does not guarantee payment. Documentation must be submitted in accordance with your program guidelines. Upon receiving a signed Letter of Credit (LOC) at course registration, the school will bill Bright Horizons directly for approved coursework and expenses. To complete the process, please access and print the Letter of Credit (LOC), then complete the LOC and send it to your education provider.

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Log Out