

## Instructions for the Teacher/Counselor Nomination

High school seniors applying for the Kaiser Permanente Health Care Career Scholarship are required to have a nomination submitted online by a teacher or counselor. Applicants can have only one nomination. Teachers and counselors can nominate as many students as they wish.

### How it works:

- 1) The *applicant* must find a teacher or counselor to nominate him/her and then enter the teacher/counselor's email address into the online application.
- 2) Then the teacher/counselor will receive an email containing a link that will bring him/her to the application portal to sign in and complete the nomination. If the email is not received, check junk/spam folders.
- 3) **Returning nominators** using the same email address as before will be prompted to enter their password. *Forgot your password?* Simply click the "Trouble signing in?" link on the sign-in page and follow instructions for a password reset.

**Nominators new to the site** will be prompted to create a password. This same password should be used when the nominator subsequently visits the site to nominate other applicants. The exception is if an applicant enters a different email address for you (the nominator); if that is the case, the system will view you as a new user (based on the new/different email address) and will prompt you to create a password.

The nomination consists of several evaluative questions and a required field in which the nominator enters comments about the applicant (nominators may wish to type comments or enter/paste a formal letter of recommendation into the space provided).

Nominations must be submitted online through the application portal; they cannot be emailed or sent through postal mail. In addition, ***nominations are confidential***. Applicants cannot view nomination content; they can only see status (whether or not the task has been completed).

**Applicants can fill out but cannot actually submit their applications until nominators have made their submissions, so the nomination deadline listed (December 12, 2017, 5 p.m. PST) is one day ahead of the actual application deadline (December 13, 2017, 5 p.m. PST).**

### Questions?

Contact Community Health Careers, Kaiser Permanente, at 503-813- 3992 or [kpnw-scholarships@kp.org](mailto:kpnw-scholarships@kp.org).