HCAi
Department of Health Care Access and Information

Technical Assistance Guide for the Department of Health Care Access and Information (HCAI) Scholarship Programs

Cycle Year 2026

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Purpose

The purpose of this Technical Assistance Guide is to assist applicants with navigating the HCAI Funding Portal, including how to:

- Provide useful information to better assist with the application process.
- Create an Account.
- Update Contact Information.
- Check Eligibility.
- Apply! (steps for completing an application from start to submission).
- Review Application Status.

Programs Available During 2026 Cycle

- Associate Degree Nursing Scholarship Program (ADNSP)
- Bachelor of Science Nursing Scholarship Program (BSNSP)
- Licensed Vocational Nurse to Associate Degree Nursing Scholarship Program (LVNtoADNSP)
- Vocational Nurse Scholarship Program (VNSP)

Key Dates

Event	Date/Time	Note
Cycle Opens (Application Available)	September 1, 2026 (3:00 p.m.)	You will not be able to start an application until after this time.
Cycle Closes (Application Deadline)	October 2, 2026 (3:00 p.m.)	All applications must be submitted by 3:00 p.m., on 10/2/2026 – No exceptions.
Award Notification (Anticipated Announcements)	January 2027	All applicants will receive final award status notifications via email (from: "no-reply@hcai.ca.gov"), once all reviews are final.

Helpful Information Before You Apply

- Please review your Program's Grant Guide.
- Be sure to read all requirements.
- Applying does not guarantee you will be awarded.
- HCAI does not allow exceptions to the terms listed in a program's Grant Guide.
- Funding shall be used towards the payment of qualifying educational costs during the term of the Agreement.
- Practice sites must be located in California and must meet all eligibility requirements as defined in the applicable program's Grant Guide.
- HCAI may reject applications that contain false, inaccurate or misleading information. All information included on any attachments must match the details entered into their online application. Incomplete and/or inconsistent/conflicting information will deem an application ineligible.
- Once an application has been submitted, no changes will be allowed.

Information to Gather

- **Eligible Cost of Attendance (For one year):** To qualify for an award, you must indicate that you have costs associated with schooling. The Cost of Attendance (CoA) represents the total cost of attending your program for one year. The CoA may include the following expenses:
  - ✓ Tuition and fees.
  - ✓ On-campus room and board (or housing and food allowance for off-campus students).
  - ✓ Allowances for books, supplies, transportation, loan fees, and, if applicable, dependent care.
  - ✓ The document must include your school's name and indicate your current year in the program.
  - ✓ The CoA must reflect the costs associated for one year only and the total must be clearly indicated.

- **Scholarship Program Verification (SPV) form:** You will be required to submit a SPV to verify your educational program, GPA and graduation date.

- **Employment Verification Form (EVF) (if applicable):** If you are currently working in the healthcare field and enter employment information on the application, you will be required to complete and submit an EVF.

Funding Info & Award Amounts

- **Associate Degree Nursing Scholarship Program (ADNSP)**
  ADNSP is funded through a $10 surcharge for renewal and licensure fees of Registered Nurses (RNs) in California. Approximately $50,000 is available statewide to support students enrolled in an eligible Associate Degree Nursing program that prepares them to become a Registered Nurse. The maximum award amount for the ADNSP is $8,000.

- **Bachelor of Science Nursing Scholarship Program (BSNSP)**
  BSNSP is funded through a $10 surcharge for renewal and licensure fees of Registered Nurses (RNs) in California. Approximately $195,000 is available statewide to support students enrolled in an eligible Bachelor Degree Nursing Program that prepares them to become a Registered Nurse. The maximum award amount for the BSNSP is $10,000.

- **Licensed Vocational Nurse to Associate Degree Nursing Scholarship Program (LVNtoADN)**
  LVNtoADN is funded through a $10 surcharge for renewal and licensure fees of Registered Nurses (RNs) in California. Approximately $50,000 is available to support students enrolled in an eligible Associate Degree Bridge Program that prepares them to become a Registered Nurse. The maximum award amount for the LVNtoADN is $8,000.

- **Vocational Nurse Scholarship Program (VNSP)**
  VNSP is funded through a $5 surcharge for renewal and licensure fees of Vocational Nurses (LVNs) in California. Approximately $24,000 is available statewide to support students enrolled in eligible certificate, diploma, or accredited Associate Degree Program that prepares them to become a Licensed Vocational Nurse. The maximum award amount for the VNSP is $4,000.

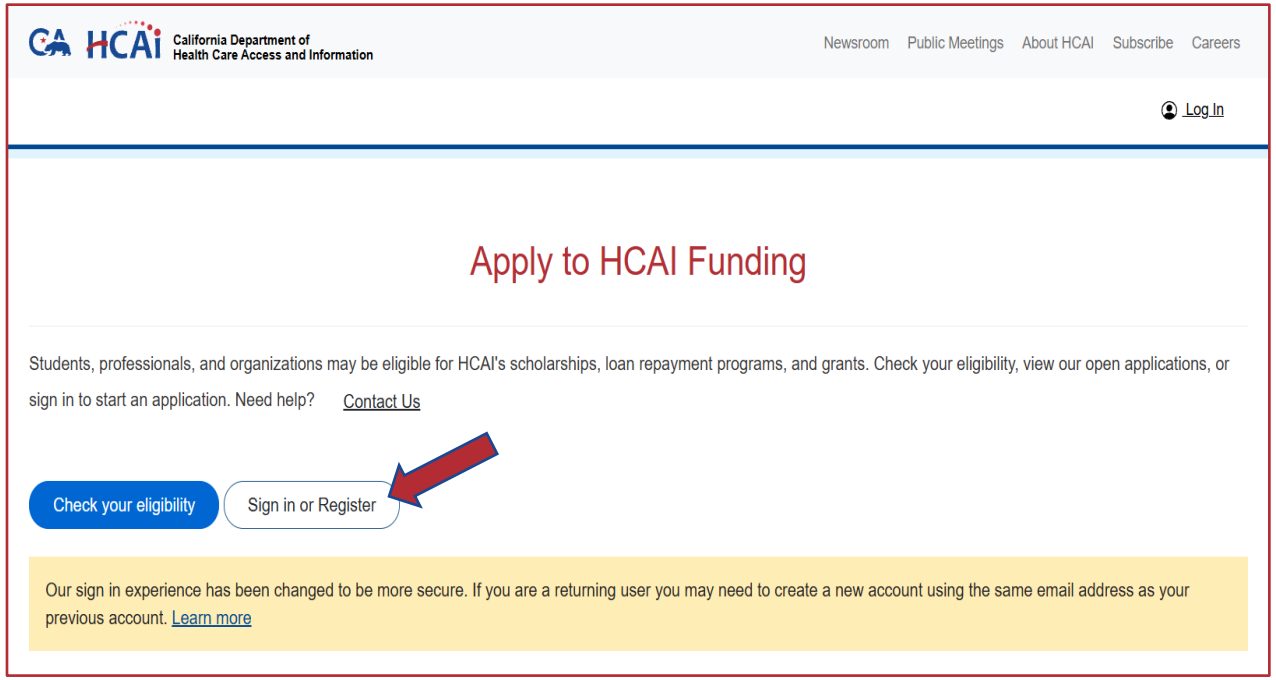
Creating Your Account

If you are interested in applying for a Department of Health Care Access and Information (HCAI) program, administered through the HCAI Funding Portal, you must first Create an Account. You will not be able to proceed with accessing a program's application without an account.

1. To access the HCAI Funding Portal click the link

WARNING To ensure proper functionality in the Funding Portal, use Google Chrome or Microsoft Edge, as Internet Explorer is no longer supported. Using a Windows-based PC/laptop is recommended. We do not recommend accessing via smartphones, tablets, and/or iOS-based devices.

2. Click on "Sign in or Register"

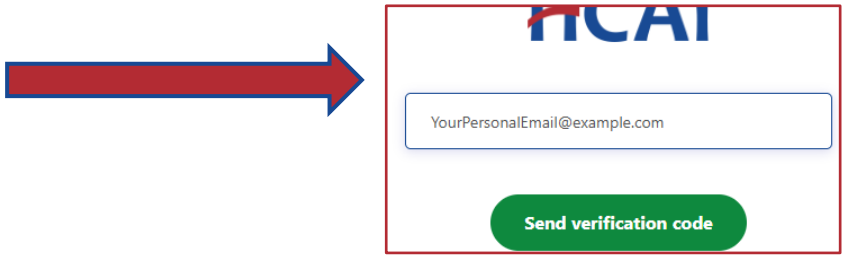


Creating Your Account (cont.)

3. If you are a New User (i.e., new applicants) you must click on "Sign up now" just below the "Sign in" button.

ⓘ NOTE: Existing Users (i.e., returning applicants and/or awardees), must simply use their previous Email Address and Password to Sign in. If you are an Existing User, you may skip to slide 12 of this document.

4. Enter your Email Address and click "Send verification code".



ⓘ NOTE: Make sure to use an email address you will always have access to, as HCAI will use this email to send communications. We do not recommend using your employer/school email address as that may change in the future.

Creating Your Account (cont.)

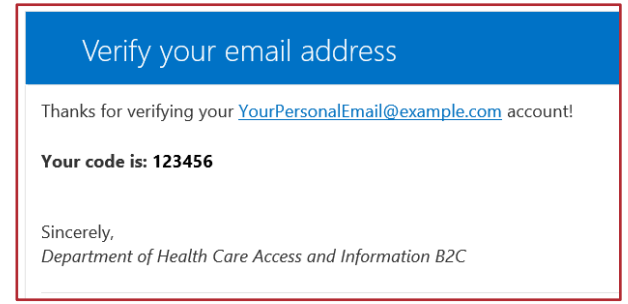
5. Go to your email inbox where you should have received an email (see screenshot and details below) with additional instructions to follow.

ⓘ NOTE: Please allow up to 10 minutes to receive email and be sure to check your spam/trash folders as well.

Email Details:

From:
"Microsoft on behalf of Department of Health Care Access and Information B2C <msonlineservicesteam@microsoftonline.com>"

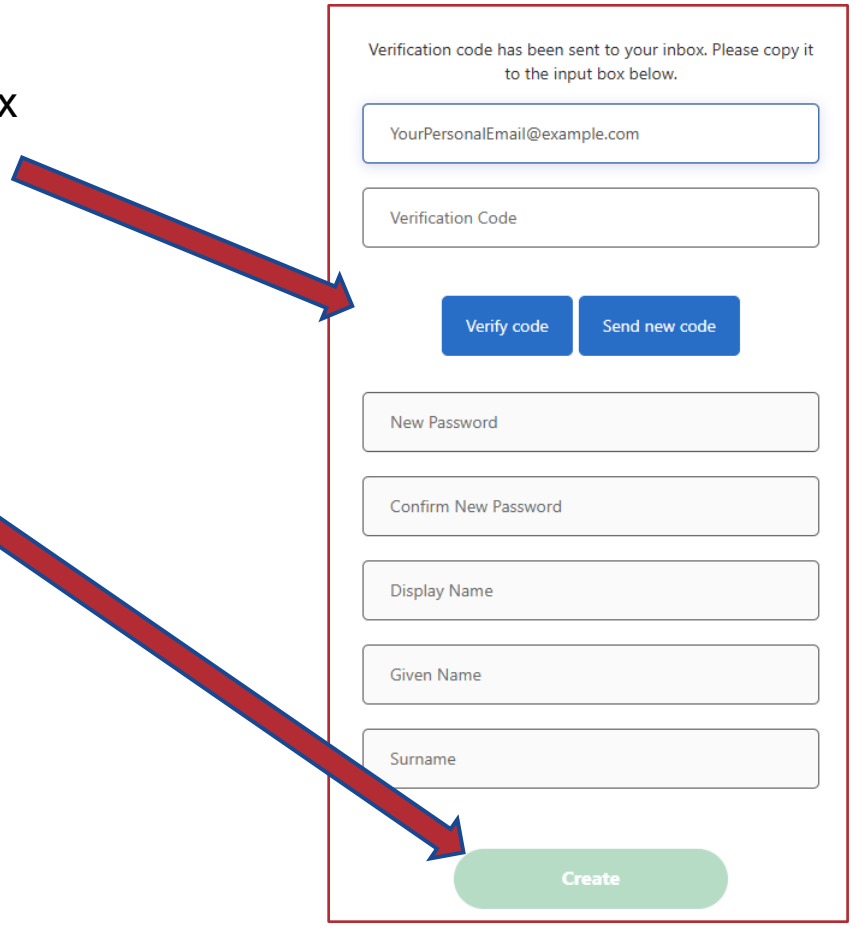
Subject:
"Department of Health Care Access and Information B2C account email verification code"



Creating Your Account (cont.)

6. Enter the “Verification Code” into the appropriate box then click “Verify code”.

7. Fill in the remaining fields as needed, then click “Create”.



Setting up Your Profile

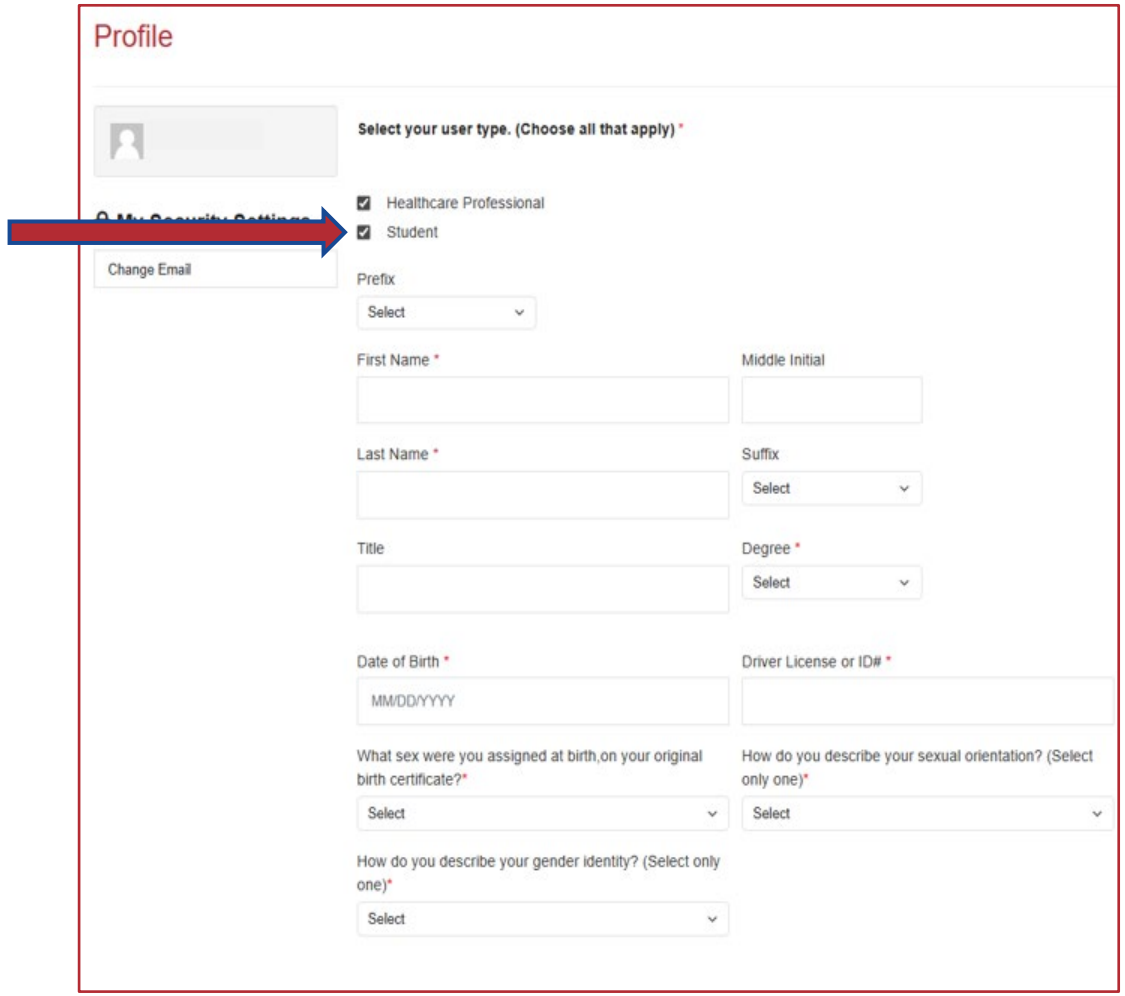
First, indicate the type of user for the profile that is being created. Program applications will only be accessible depending on the user type(s) selected.

- ☐ “Healthcare Professional” – This user type is for individuals currently working and looking to apply for Loan Repayment Programs.

- ☑ “Student” – This user type is for individuals currently in school/training and looking for Scholarship Programs.

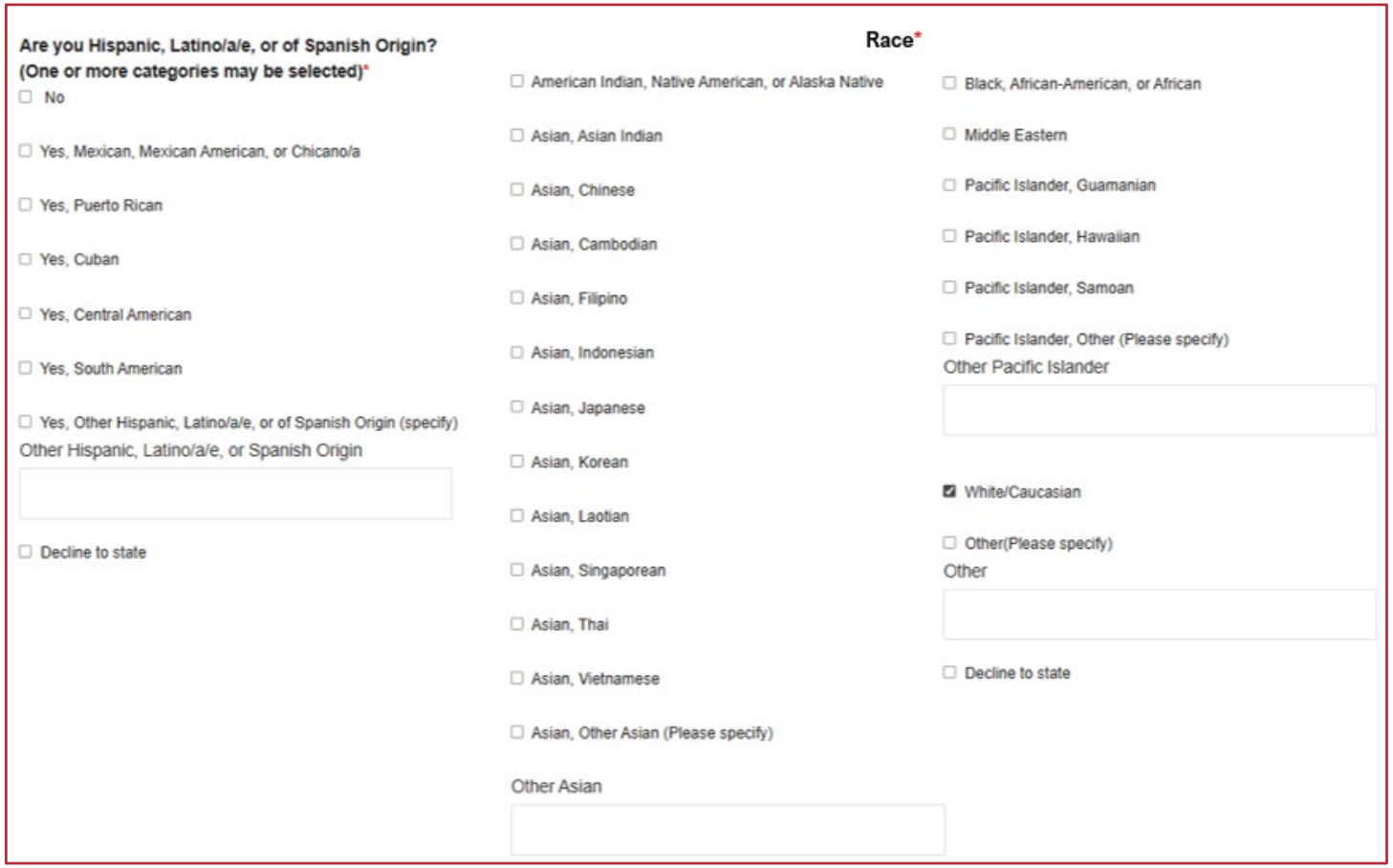
ⓘ NOTE: All fields indicated with a red asterisk “*” will need to be completed, starting with the First and Last name of the individual creating the account.

ⓘ Please ensure that the First and Last name entered are the legal spelling of your name and match what is on record with the Social Security Administration and Internal Revenue Service (IRS).



Completing Your Profile

Next, you will need to complete the demographic fields shown here.



Are you Hispanic, Latino/a/e, or of Spanish Origin? (One or more categories may be selected)*

- ☐ No
- ☐ Yes, Mexican, Mexican American, or Chicano/a
- ☐ Yes, Puerto Rican
- ☐ Yes, Cuban
- ☐ Yes, Central American
- ☐ Yes, South American
- ☐ Yes, Other Hispanic, Latino/a/e, or of Spanish Origin (specify)

Other Hispanic, Latino/a/e, or Spanish Origin

- ☐ Decline to state

Race*

- ☐ American Indian, Native American, or Alaska Native
- ☐ Asian, Asian Indian
- ☐ Asian, Chinese
- ☐ Asian, Cambodian
- ☐ Asian, Filipino
- ☐ Asian, Indonesian
- ☐ Asian, Japanese
- ☐ Asian, Korean
- ☐ Asian, Laotian
- ☐ Asian, Singaporean
- ☐ Asian, Thai
- ☐ Asian, Vietnamese
- ☐ Asian, Other Asian (Please specify)

Other Asian

- ☐ Black, African-American, or African
- ☐ Middle Eastern
- ☐ Pacific Islander, Guamanian
- ☐ Pacific Islander, Hawaiian
- ☐ Pacific Islander, Samoan
- ☐ Pacific Islander, Other (Please specify)

Other Pacific Islander

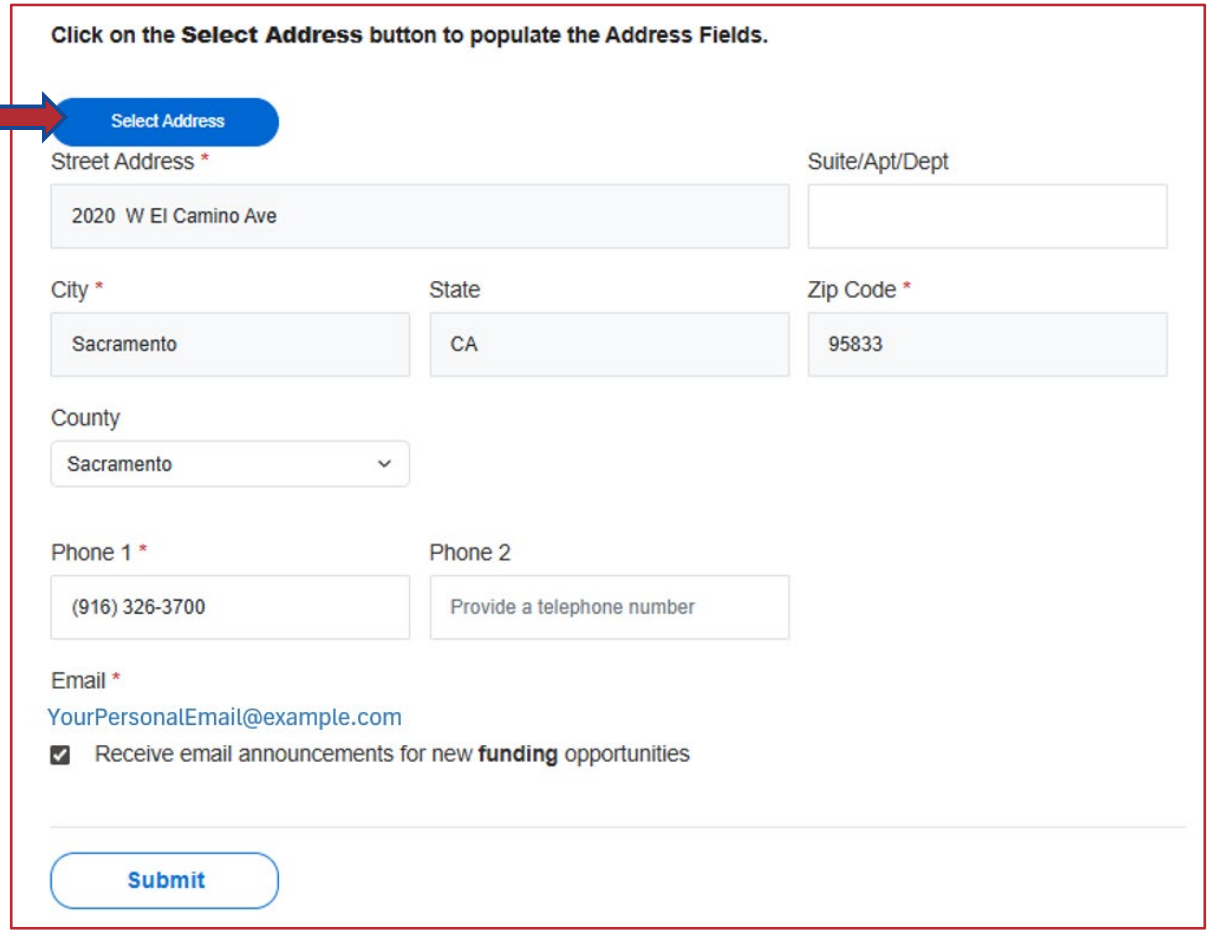
- ☑ White/Caucasian
- ☐ Other(Please specify)

Other

- ☐ Decline to state

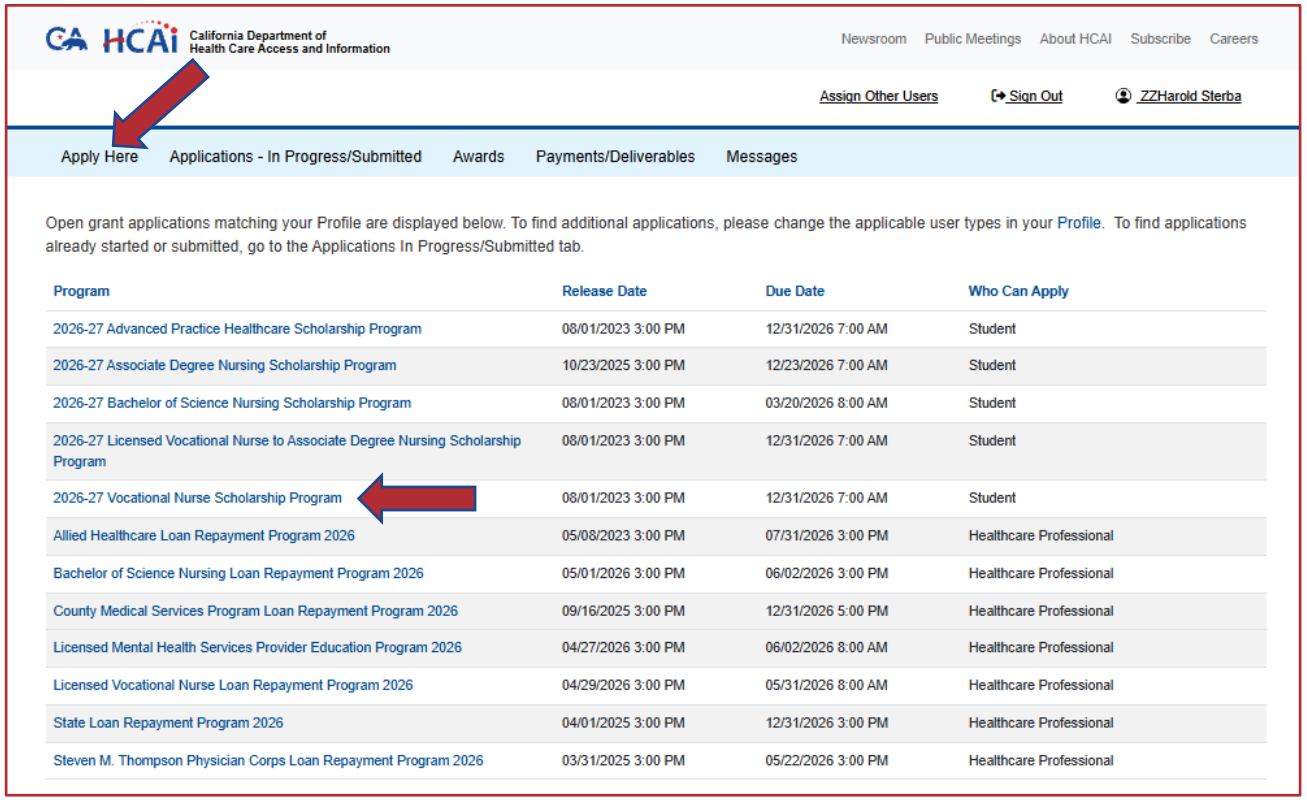
Completing Your Profile (cont.)

- Use your residential mailing address.
- Click “Select Address” to search and auto-populate.
- If your address doesn’t appear, try entering only the street number and name or remove punctuation.
- Enter suite/apartment details in Suite/Apt/Dept (no “#”).
- PO Boxes must be added by a Program Officer.
- Enter at least one valid phone number.
- Click “Submit” to complete your profile.



How to Apply

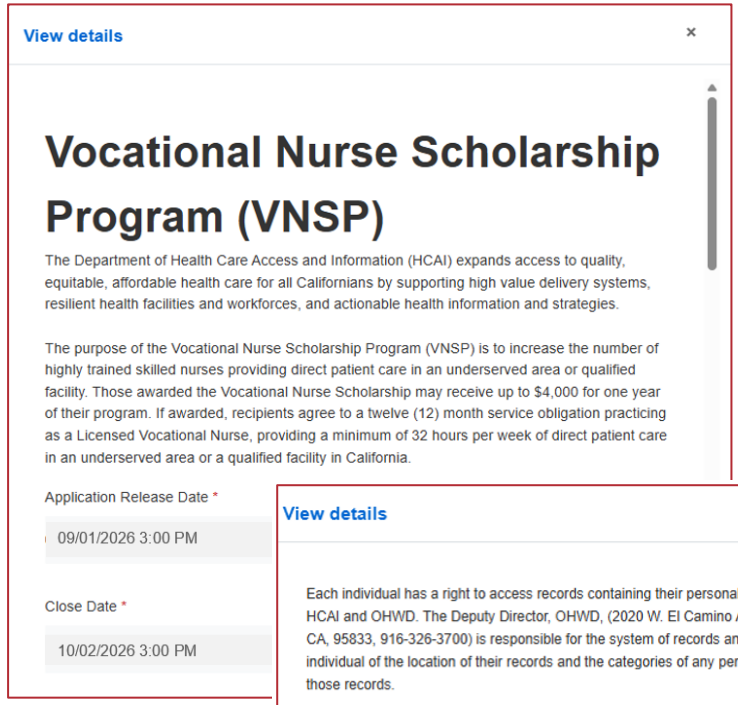
- After you have created your account and updated your Profile, you are now ready to apply for HCAI Programs.
- Navigate to the HCAI Funding Portal, ensuring you are still signed in, and click “Apply Here” located in the blue ribbon at top of page to review available applications.
- All available applications will be listed on this page. Click the blue hyperlink for your desired program (we will use VNSP as our example).

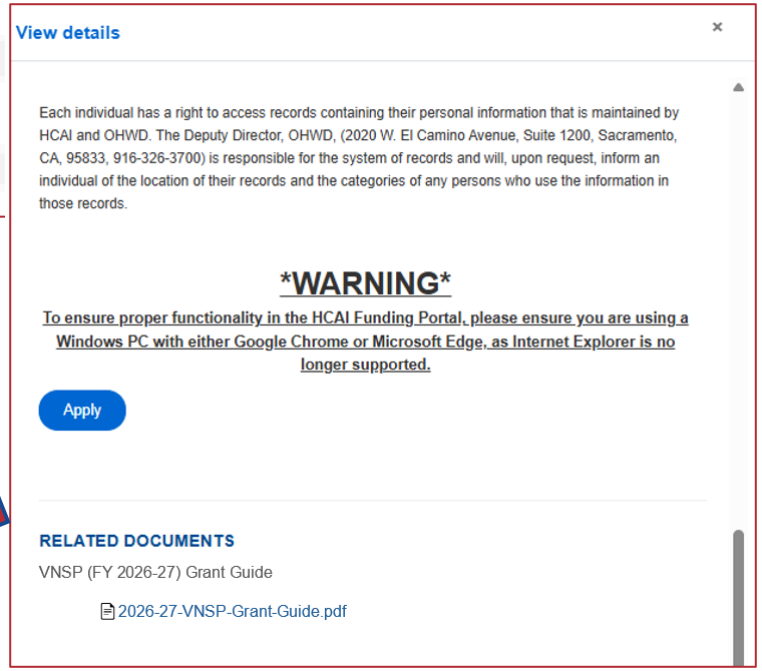


How to Apply (cont.)

- After selecting the program, you would like to apply for (as an example we have selected VNSP) a new window will appear with the heading “View Details” this provides a basic description and program eligibility requirements.

- Be sure to read through all the information and once you reach the bottom of the window, you will see a blue “Apply” button as well as “Related Documents” section (i.e., the program’s “Grant Guide”).

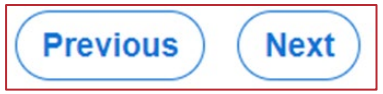




Helpful Tips

Navigating the Application

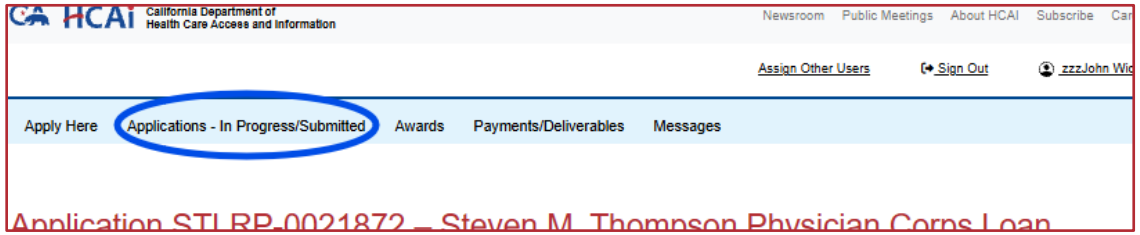
Use the “Previous”, “Next” and/or “Save & Next” buttons found at the bottom left of each page.



Saving the Application

Each time you click “Save & Next” in the application your progress is saved. Navigate to the “Applications-In Progress/Submitted” page to resume your application.

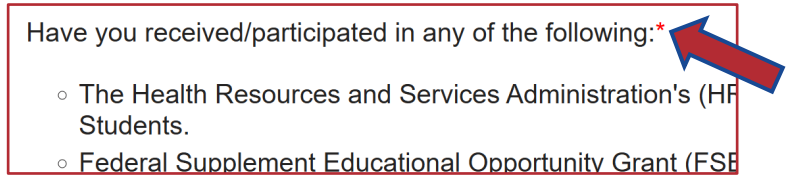
Please Note: After saving, you can leave and return later to continue working on your application.



Helpful Tips (cont.)

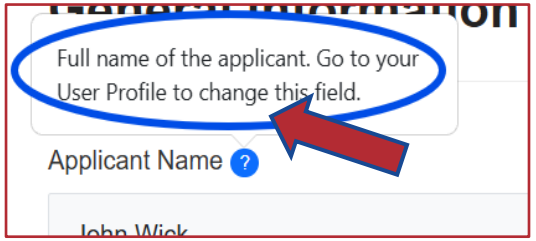
Asterisks *

The red asterisks indicate which fields require a response before proceeding to the next page.



Tooltips

Throughout the application you may see a blue circle with a question mark at the end of a question, title, or sentence. Click on these icons for additional information.



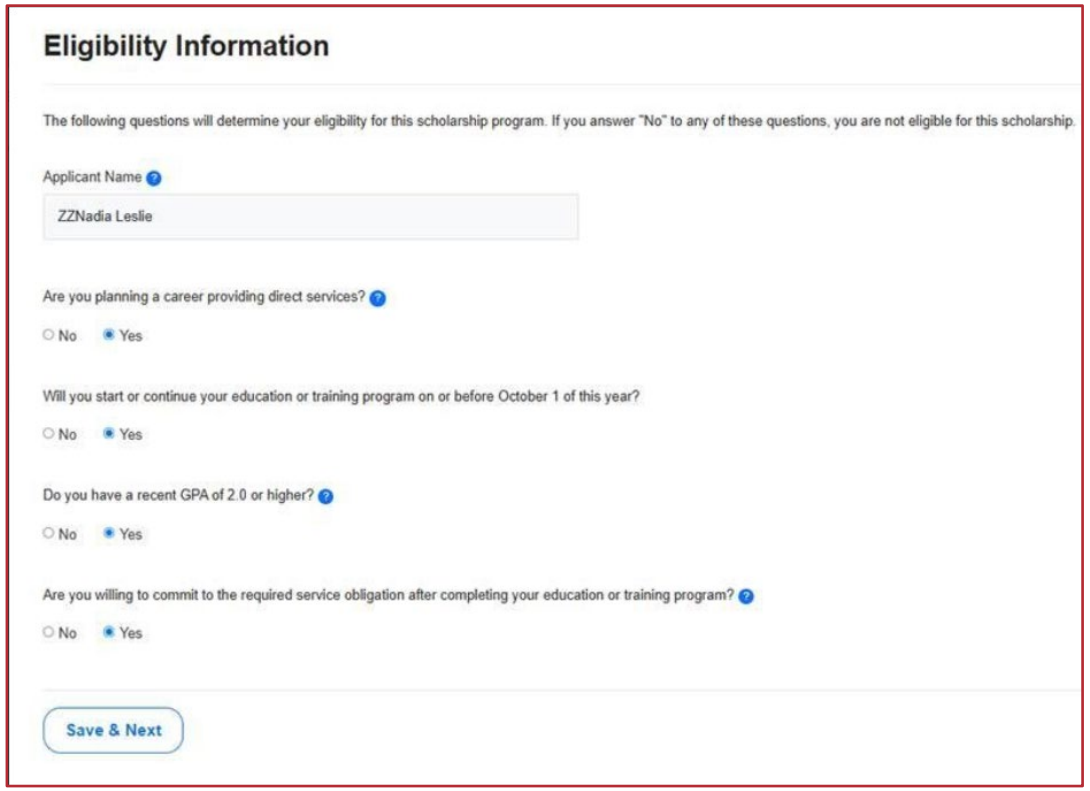
Completing Your Application

Eligibility Information

- The application will begin by asking Eligibility Information for you to complete.

- Once all questions are answered and if eligible, a “Save & Next” button will appear at the bottom of the page for you to proceed to the next page.

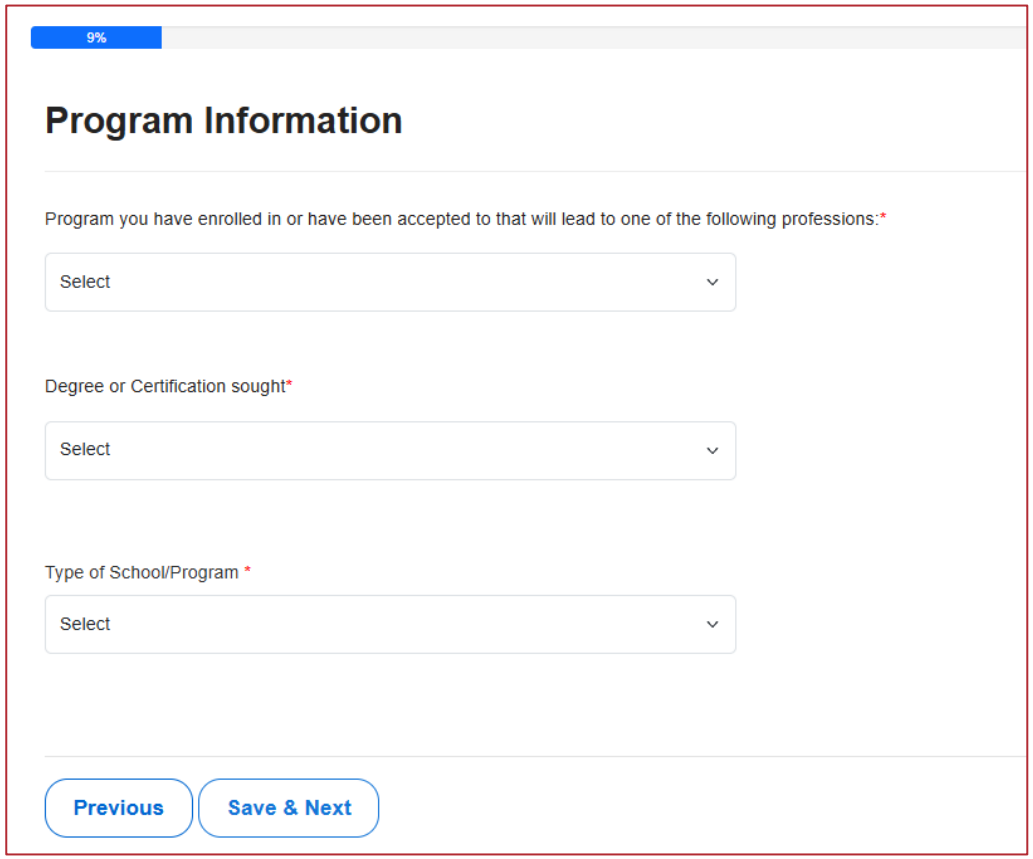
NOTE: If a “Save & Next” button does not appear, “You are not eligible for this HCAI scholarship program because you selected "No" to one of the above questions.”



Completing Your Application (cont.)

Program Information

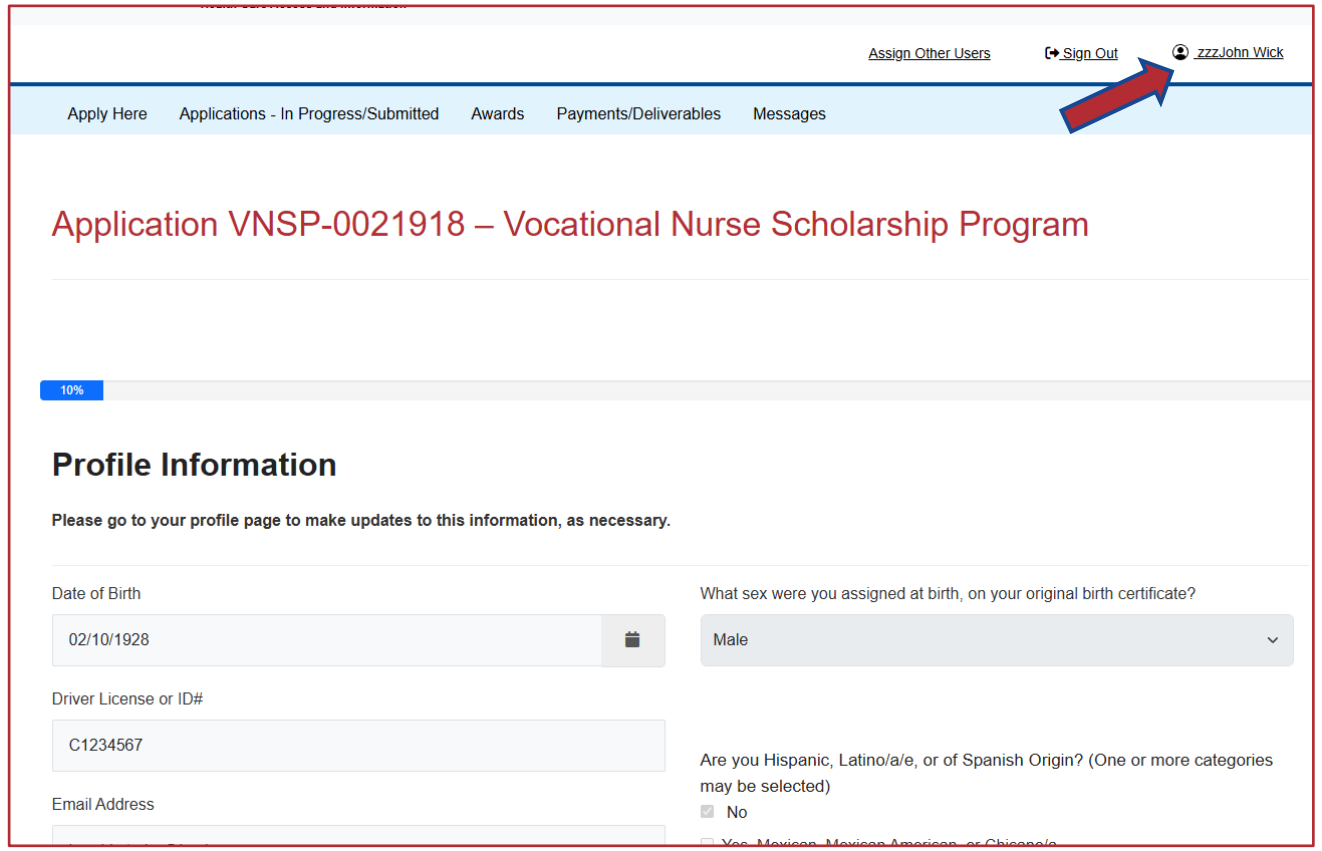
Please answer each question.



Completing Your Application (cont.)

Profile Information

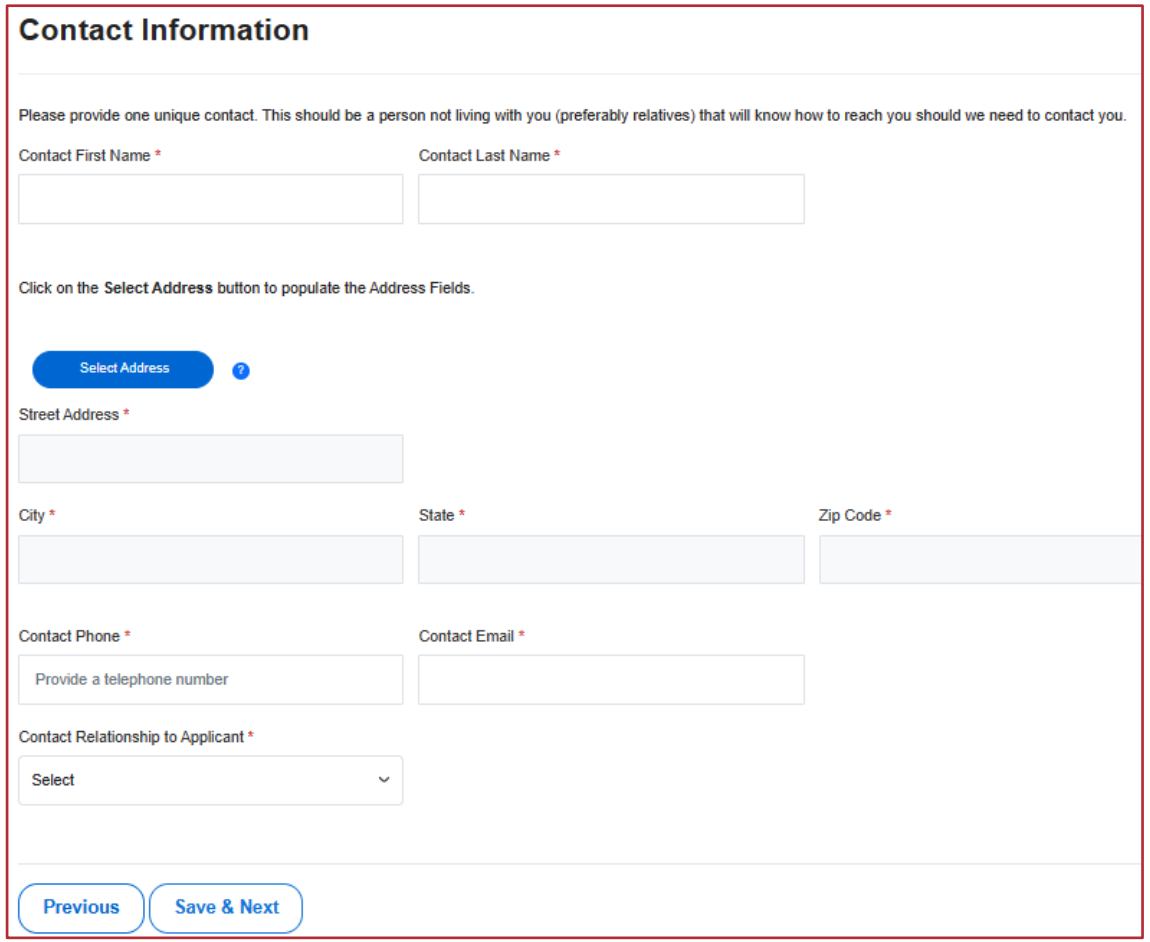
- No changes can be made directly to this page; it is for review only.
- If necessary, please go to your Profile (access by clicking the person icon at top right of page) to make updates to this information.



Completing Your Application (cont.)

Contact Information

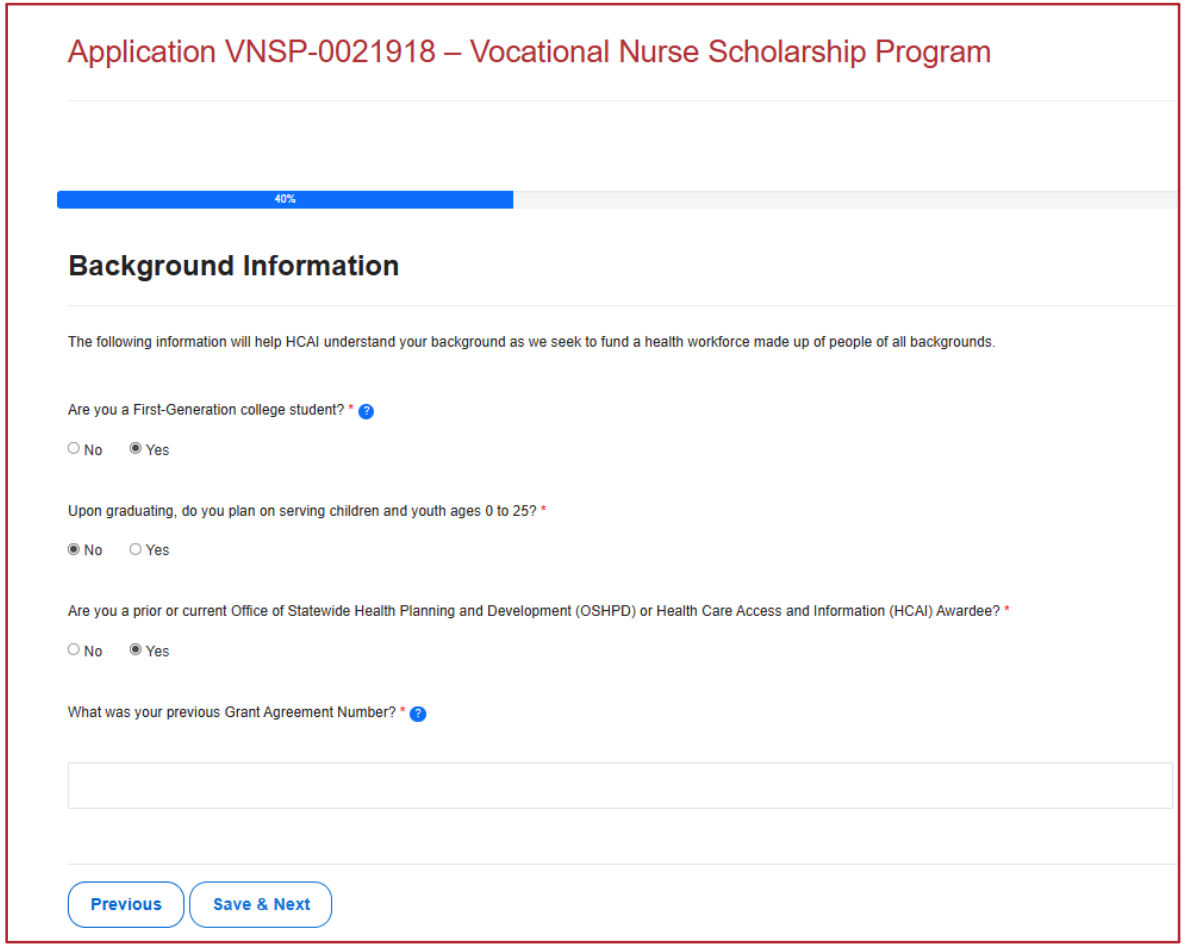
- Please provide one unique contact. This should be a person not living with you (preferably relatives) that will know how to reach you should we need to contact you.
- If you are missing required information, you will not be able to continue, and an error message will appear.



Completing Your Application (cont.)

Background Information

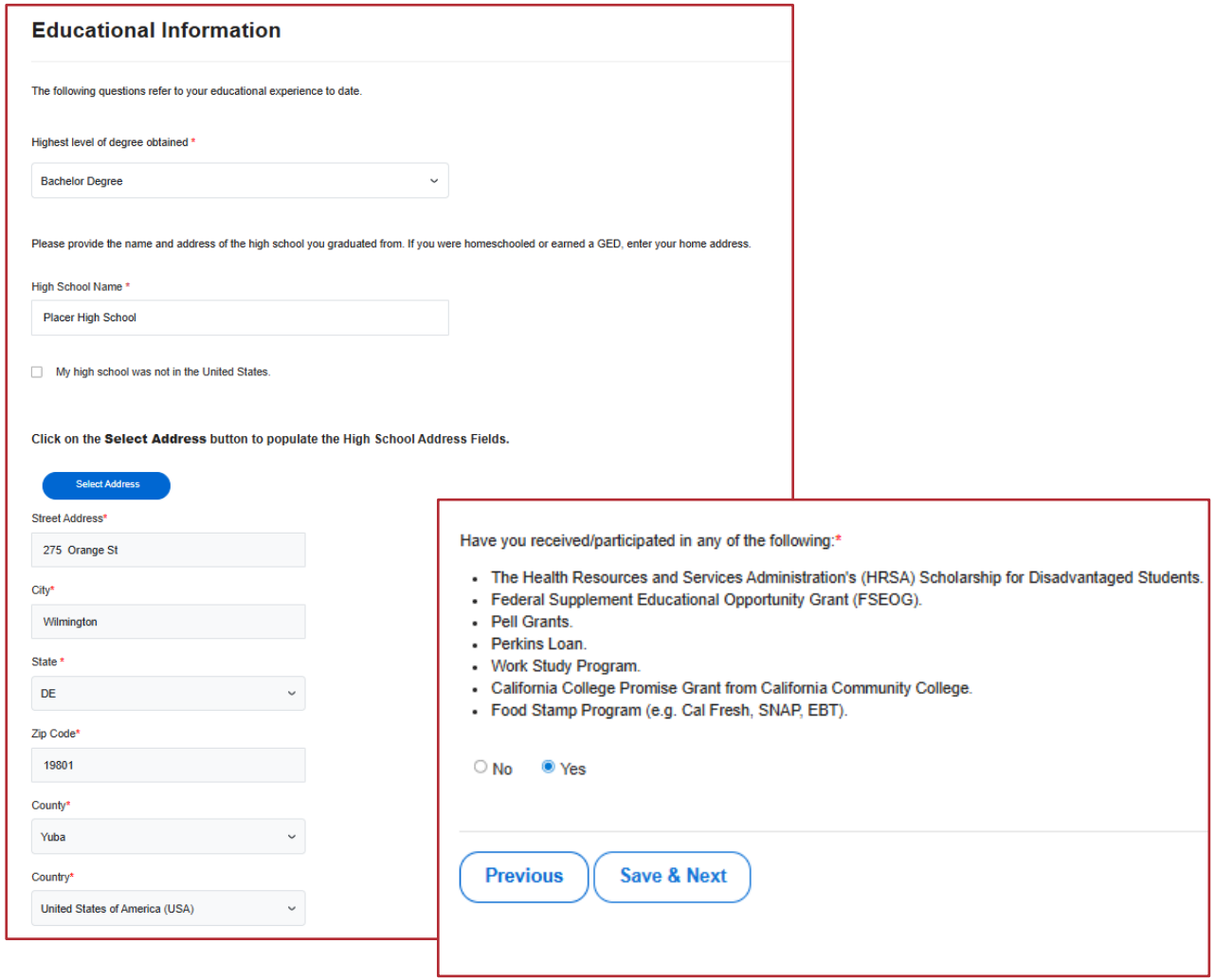
- Please answer each question.
- If you are missing required information, you will not be able to continue, and an error message will appear.



Completing Your Application (cont.)

Educational Information

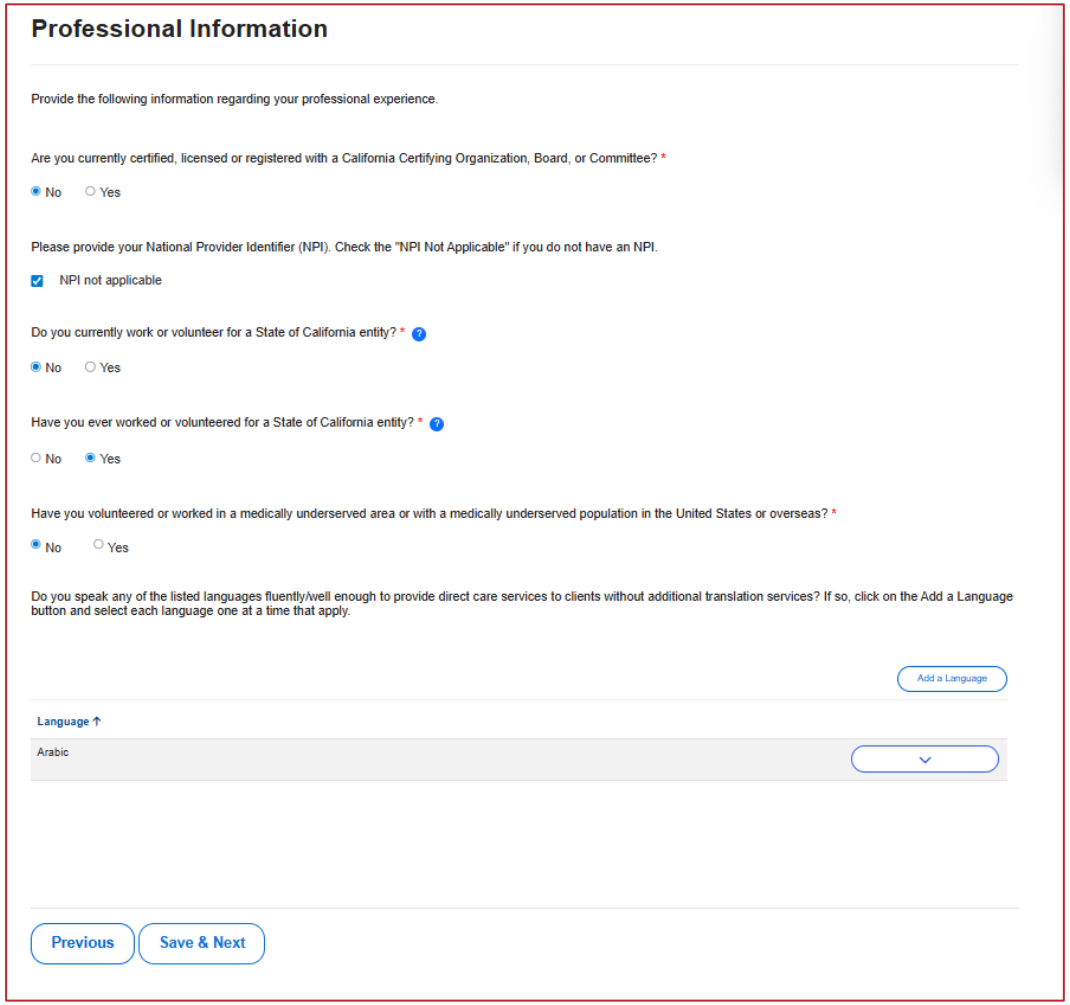
- Answer all questions.
- If you see a blue circle with a question mark (?) at the end of a question, title, or sentence, click on these icons for additional information.



Completing Your Application (cont.)

Professional Information

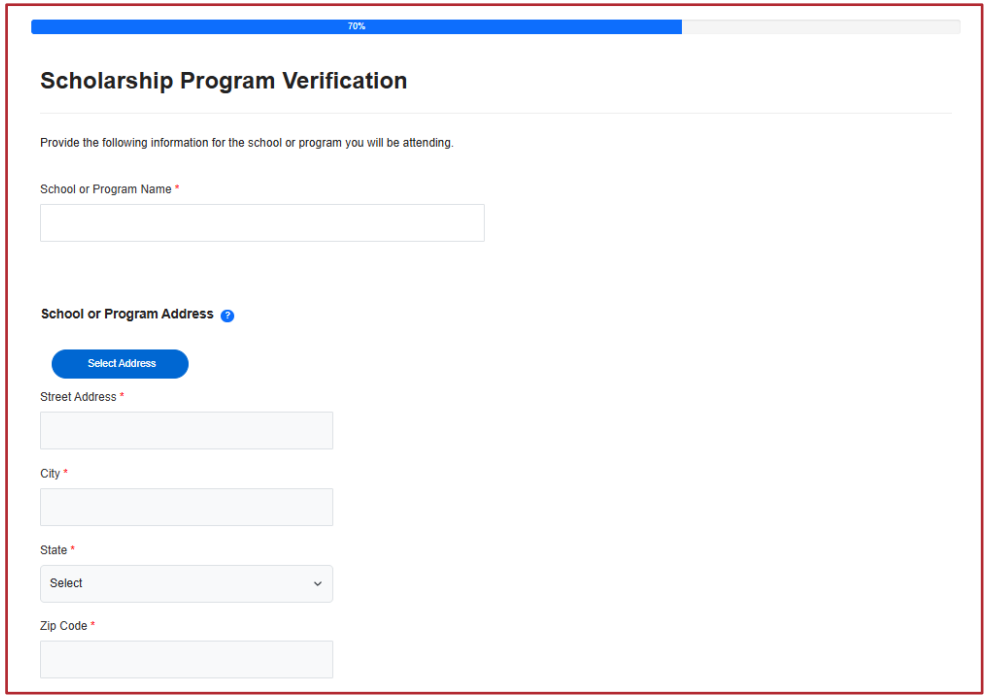
Please complete all questions.

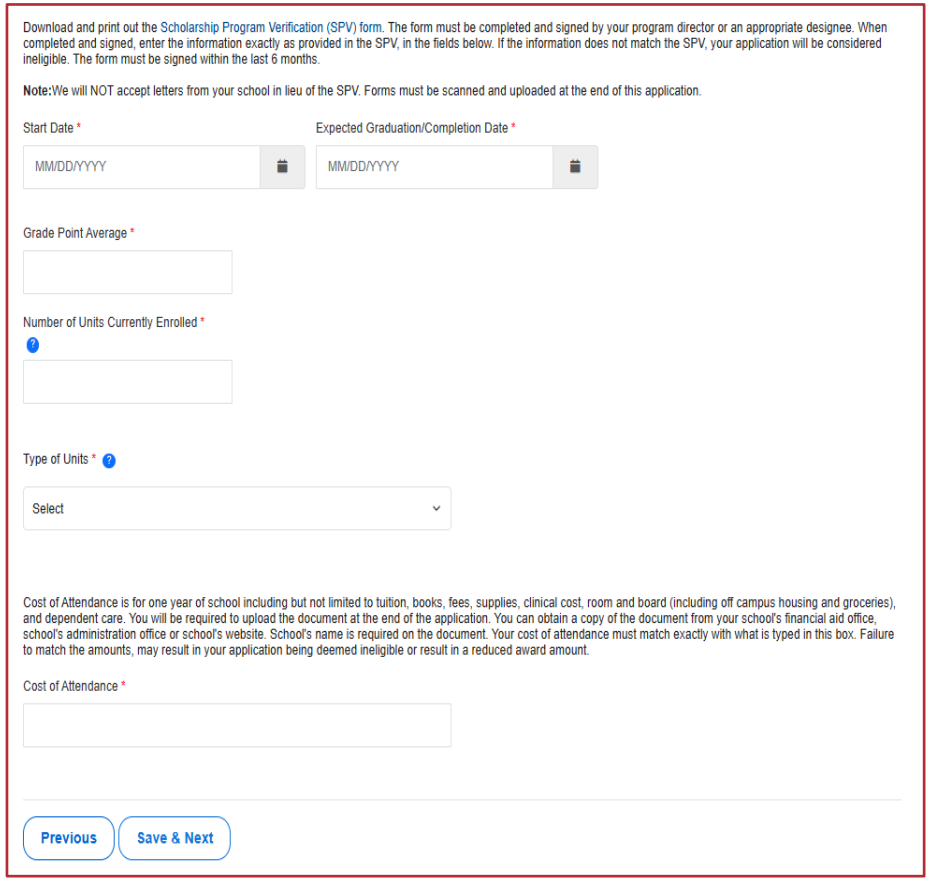


Completing Your Application (cont.)

Scholarship Program Verification

- Please answer each question.
- The Cost of Attendance amount in your application must match the amount listed on your form.

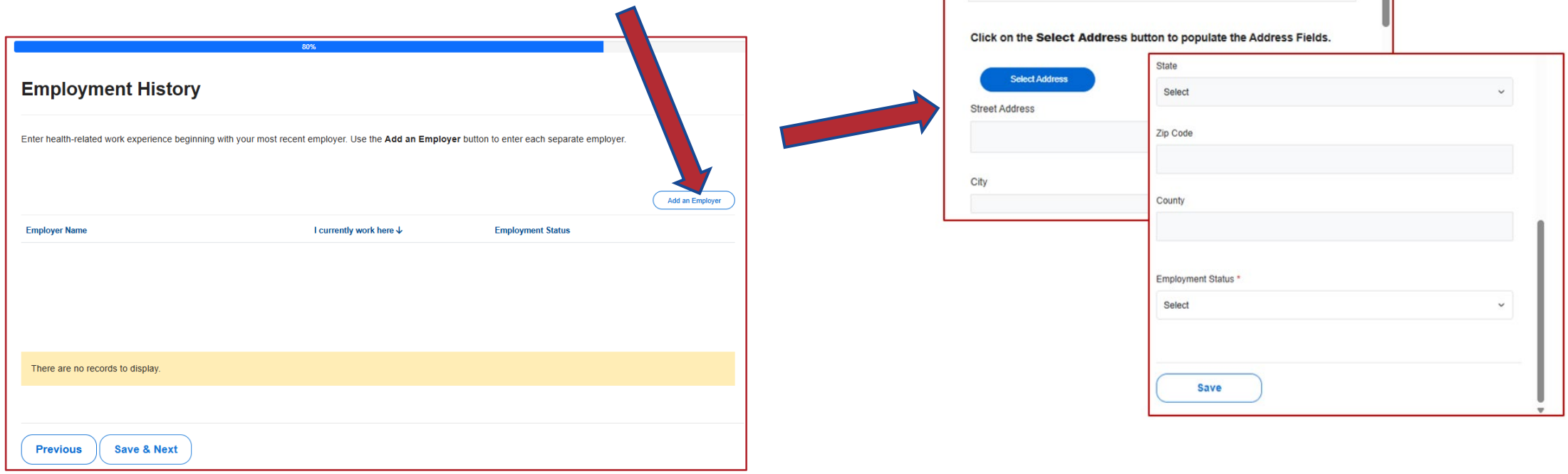




Completing Your Application (cont.)

Employment History

- Enter health-related work experience only. Having health-related experience is not a requirement.
- For each employer click the “Add an Employer” button, a new window will open for you to enter required information.



Uploading Your Required Documents

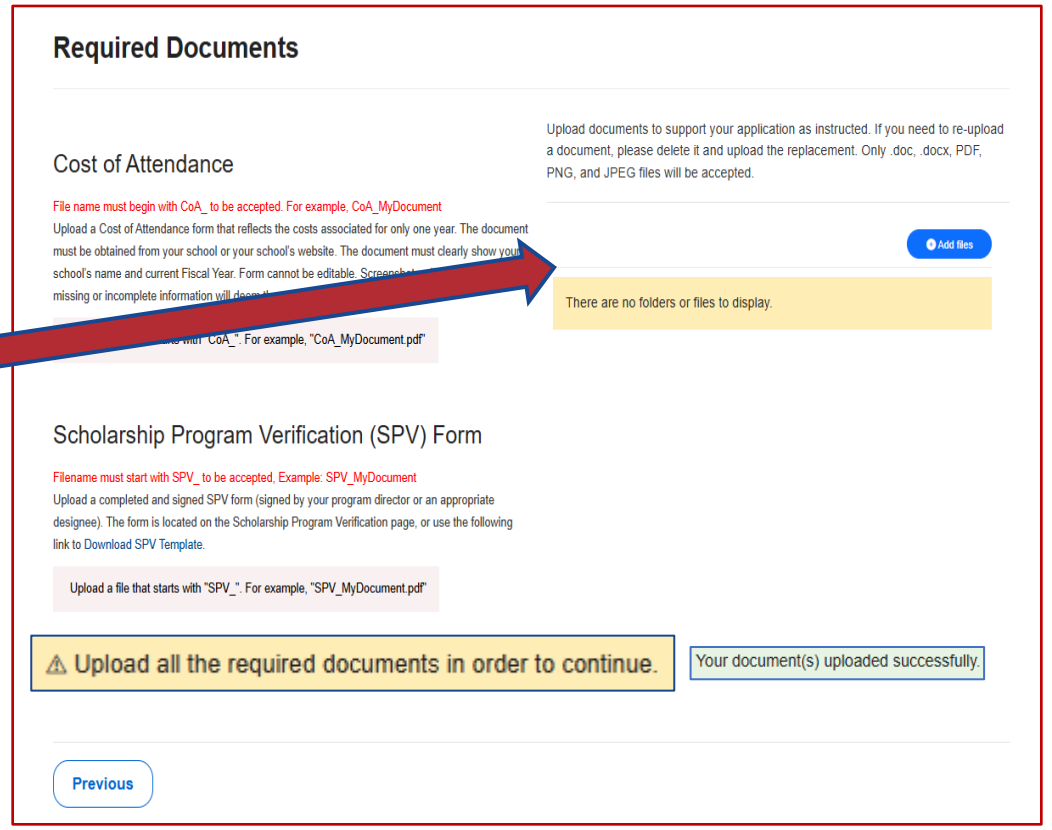
Before you start uploading required documents, carefully ensure all required document(s) have been completed and ensure that your document reflects all information that is required.

1. When uploading required documents, ensure that you are utilizing a compatible file format (.doc, .docx, PDF, PNG, and JPEG)

2. Use the appropriate prefix to upload the required document to your application.

3. To upload a required document:

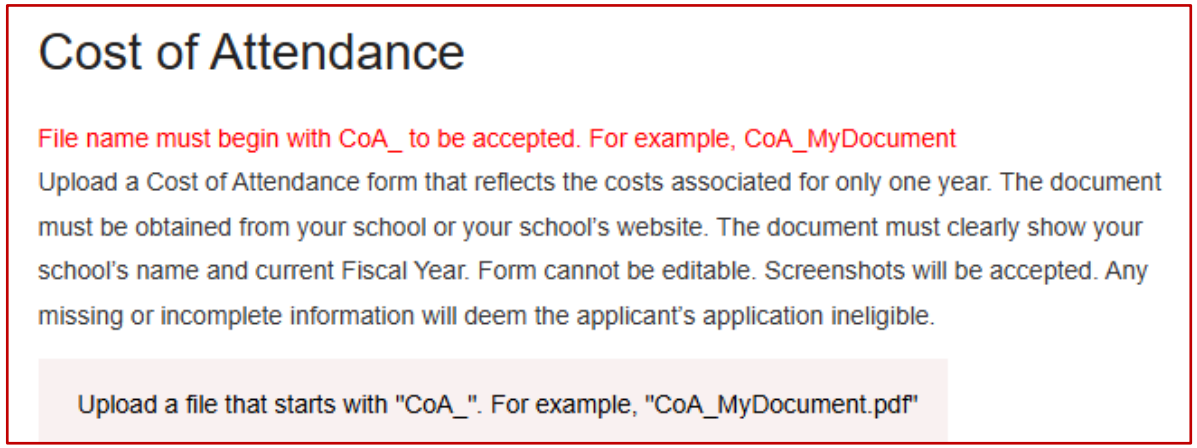
- Click the “+ Add files” button.
- After a new pop-up box opens, click the “Choose Files” button.
- Select the file you would like to upload from your computer then select “Add files”.
- After uploading your document(s), a prompt will appear saying your document(s) were uploaded successfully.



Uploading Your Required Documents (cont.)

Required Documents – “CoA_”

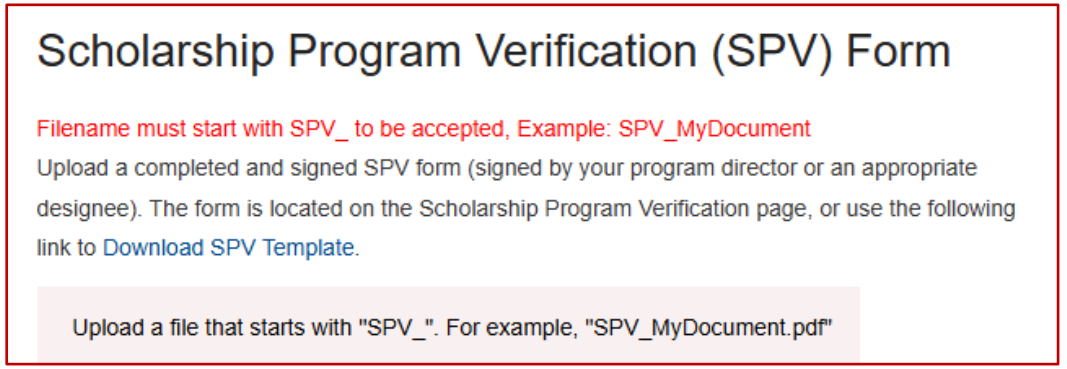
- Upload your Cost of Attendance that includes:
  - Your school’s name
  - The current school year
  - List of educational expenses (tuition, books, labs, supplies, rent, etc.) for one year
  - The total must be clearly stated



Uploading Your Required Documents (cont.)

Required Documents – “SPV_”

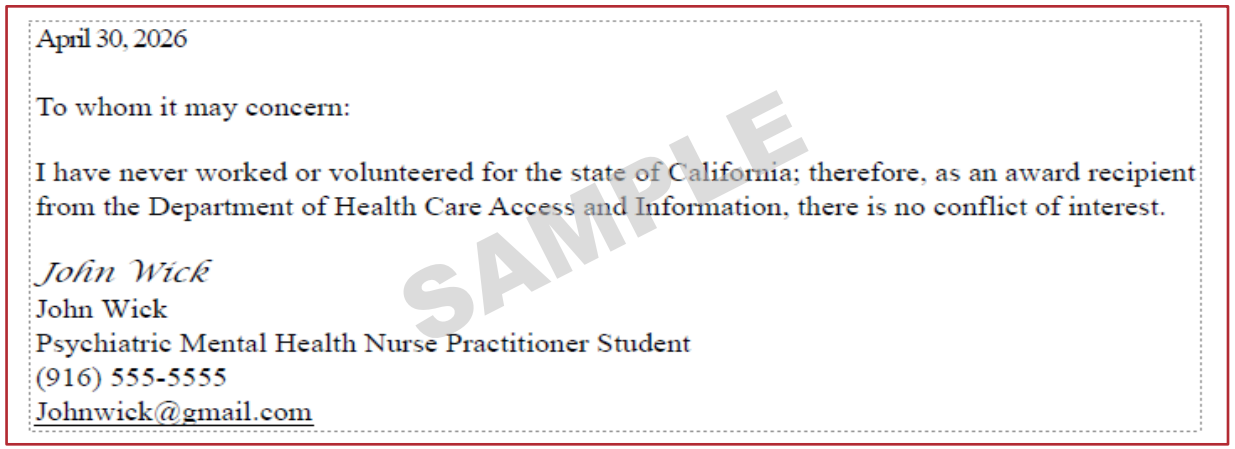
- Ensure that your program director or appropriate designee have signed the SPV (applicant cannot sign the SPV).
- Please carefully read all document requirements and ensure that your document reflects all information that is required.



Uploading Your Required Documents (cont.)

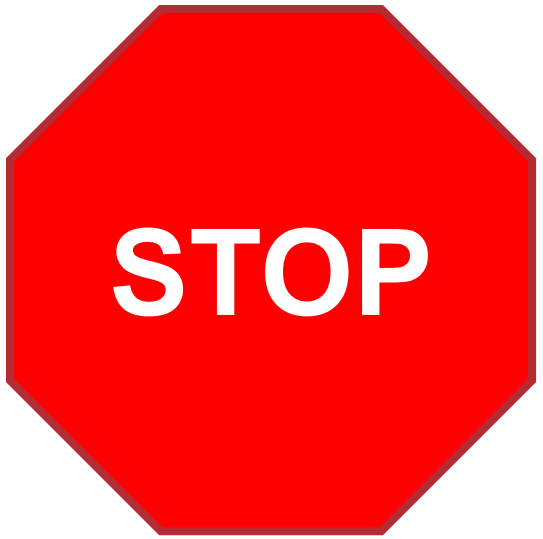
Required Documents – “Conflict_”

- The Conflict-of-Interest letter is required if you have worked/volunteered for the State of California (if you answered “Yes” on either of the related questions on the “General Information” page).



Common Application Errors

Before you submit your application and documents, please review all for accuracy and completeness. Submissions are final, reach out to your program with any questions. Below we have listed some of the most common application errors:

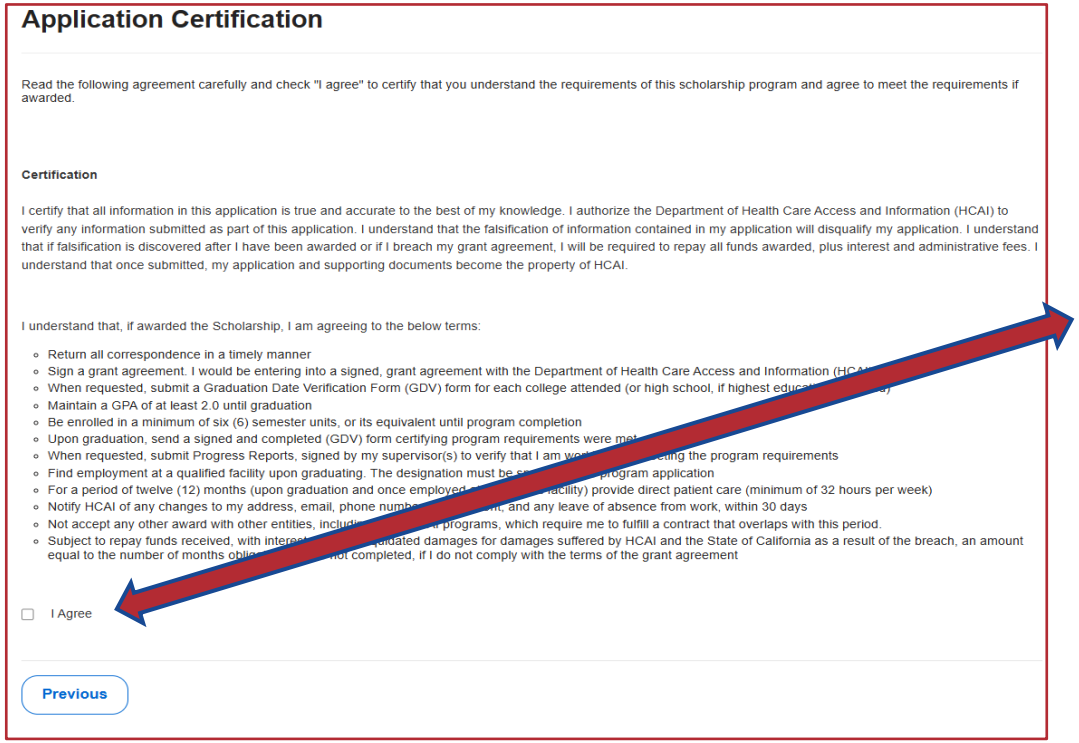


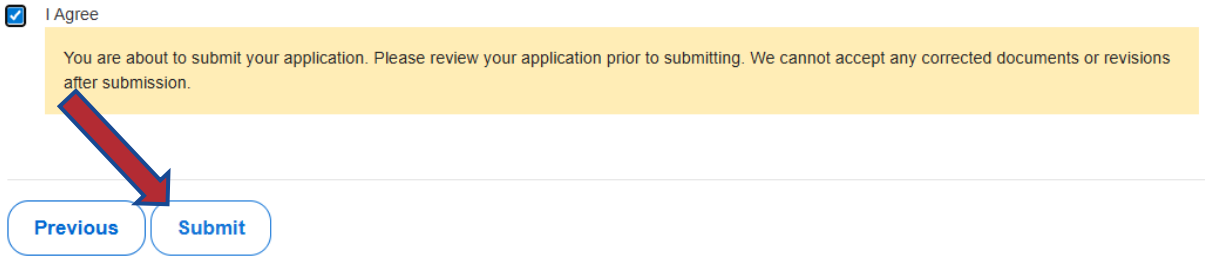
- Applicant did not submit the correct Scholarship Program Verification (SPV) form and/or complete the SPV.
- Applicants did not upload their documents in the correct file format. Only .doc, .docx, PDF, PNG, and JPEG files will be accepted.
- The Cost of Attendance is for more than one year or the total is not clearly stated (must only be for one year).
- Information entered into online application does not match information listed on applicable documents uploaded as proof.
- Uploaded documents are missing one or more of the requirements listed.
- The information on the documents is outdated or from a previous application.

Submitting Your Application

Application Certification

Please read carefully. Once your application has been submitted, changes cannot be made.



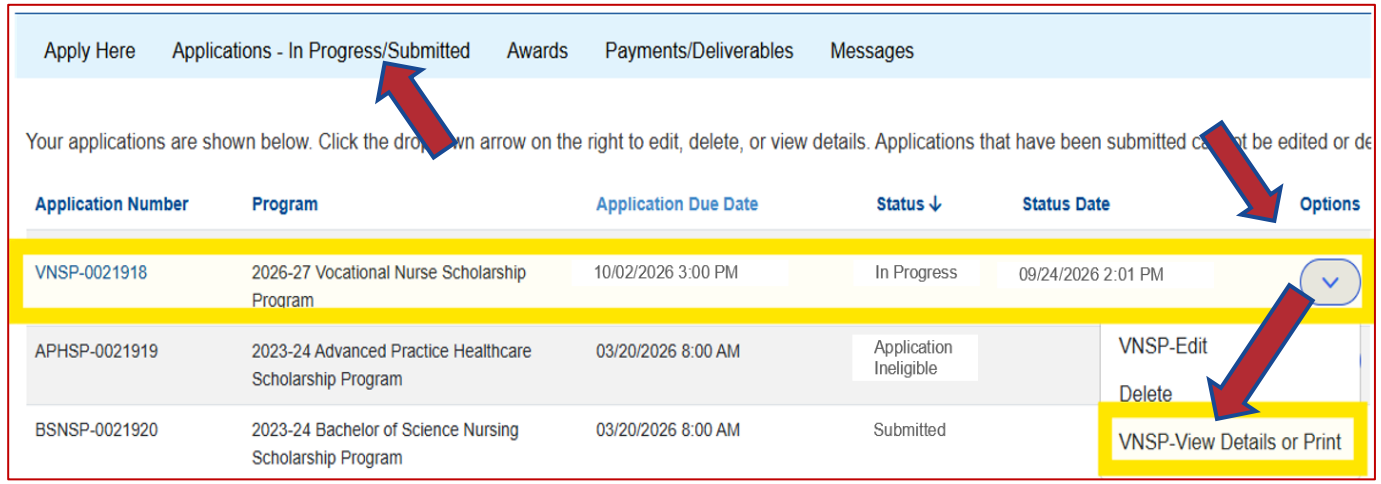


Submission Complete

Congratulations! You have successfully submitted your application. Please be advised that we are currently experiencing a high volume of inquiries, which may lead to a longer than usual response time. Thank you for your patience as we carefully evaluate each application submission.

Viewing Your Application Status

Once you submit your application, you can “View Details or Print” your application by selecting the “Options” dropdown on the “Applications - In Progress/Submitted” page.



- “In Progress” – Applicant is still completing their application, and it has not been submitted.
- “Submitted” – Application was successfully submitted to program staff for review.
- “In Review” – Application and required documents are under review by program staff.
- “Application Ineligible” – Application did not meet requirements for an award (i.e., incomplete documentation, ineligible employer).
- “Awarded” – The applicant's application was selected for an award.
- “Not Awarded” – Application was not selected for an Award.

Questions?

Please be sure to review your Grant Guide in the program's webpage under “Resources”. Should you still have any unanswered questions, please email your program and be sure to provide details/explanation of your inquiry.

Program Name (Acronym)	Program Grant Guides	Contact Email
Associate Degree Nursing Scholarship Program (ADNSP)	ADNSP Guide	ADNSP@HCAI.ca.gov
Bachelor of Science Nursing Scholarship Program (BSNSP)	BSNSP Guide	BSNSP@HCAI.ca.gov
Licensed Vocational Nurse to Associate Degree Nursing Scholarship Program (LVNtoADNSP)	LVNtoADNSP Guide	LVNtoADNSP@HCAI.ca.gov
Vocational Nurse Scholarship Program (VNSP)	VNSP Guide	VNSP@HCAI.ca.gov