SLRP Practice Site Profile Instructions (Revised June 4, 2019)

New Users

To submit SLRP practice site profiles, you must register as a practice site administrator. To register, please contact HWDD at SLRP@oshpd.ca.gov to request an invitation. An invitation will be emailed to you. Click the link in the email to complete your personal user profile.

Registered Users

You must create a practice site profile for each site willing to match awards paid to State Loan Repayment Program (SLRP) participants.

To create a practice site profile:
1. Create your sponsoring entity.
2. Create a unique profile for each of your practice sites and associate them with the appropriate sponsoring entity.

Note: Depending on your organization's structure, your sponsoring entity may also be a practice site.

Creating a Sponsoring Entity Profile

To create a sponsoring entity:
1. Click on your user name in the upper right corner of the page and select **Practice Sites/Entity**.
2. Click on the **Add a Practice Site/Entity** button.
3. Enter a name for the sponsoring entity and click the **Start** button.
4. Select the site category option **Sponsoring Entity Only**.
5. Enter information into the required fields and click on the **Save & Next** button. The practice site certification page displays.
6. Read the assurance and check the certification fields at the bottom of the screen.
7. Click the **Submit** button.

Creating a Practice Site Profile

To create a new practice site:
1. Click on your user name in the upper right corner of the page and select **Practice Sites/Entity**.
2. Click on the **Add a Practice Site/Entity** button.
3. Enter a name for the practice site or sponsoring entity you are creating a profile for and click the **Start** button.
4. Select the site category option **Practice Site Only**.
5. In the **Sponsoring Entity** search field, select a sponsoring entity.
6. Enter information into the required fields and click on the **Save & Next** button. The documentation uploads page displays.
7. Upload the required documents using the upload buttons and click on the **Save & Next** button. The practice site certification page displays.
8. Read the assurance and check the certification fields at the bottom of the screen.
9. Click the **Submit** button.

Creating a Combination Practice Site/Sponsoring Entity Profile

To create a profile for a sponsoring entity that also serves as a practice site:

1. Click on your user name in the upper right corner of the page and select **Practice Sites/Entity**.
2. Click on the **Add a Practice Site/Entity** button.
3. Enter a name for the practice site or sponsoring entity you are creating a profile for and click the **Start** button.
4. Select the site category option **Practice site and Sponsoring Entity.**
5. Enter information into the required fields and click on the **Save & Next** button. The documentation uploads page displays.
6. Upload the required documents using the upload buttons and click on the **Save & Next** button. The practice site certification page displays.
7. Read the assurance and check the certification fields at the bottom of the screen.
8. Click the **Submit** button.

Editing a Practice Site or Sponsoring Entity Profile

To edit an existing practice site or sponsoring entity:

1. Click on your user name in the upper right corner of the page and select **Practice Sites/Entity**.
2. Click on the **Options** button for the practice site/entity you want to edit and select **Edit**.
3. Edit fields as necessary.
4. Click the **Save & Next** button until you reach the practice site certification page.
5. Click the **Submit** button.

Deleting a Practice Site or Sponsoring Entity Profile

To delete an existing practice site/entity from your list or to remove its eligibility for SLRP applications, please contact us at SLRP@oshpd.ca.gov.