

Washington State Health Professional Loan Repayment Program

TRANSFER POLICY

The Washington State Health Professional Loan Repayment Program intends that all program recipients will complete their entire service commitment at the same site.

A transfer from a recipient's current loan repayment site to any other position approved for loan repayment at the time of the transfer request **may be approved** provided that:

1. The transfer is requested in advance. Participant must submit the request to program staff in the form of a letter or email.
2. Both the current site and the transfer site agree to the transfer in advance. Each site must submit a statement (letter or email) to program staff agreeing to the transfer request.
3. The recipient has complied with Washington State program requirements such as starting service on the agreed start date with approval of any delay or alternate location.
4. The recipient's license or certification has not been revoked, suspended, or restricted.
5. The recipient has not been terminated by the site for clearly documented cause, e.g. inappropriate conduct, clinical impairment, clinical incompetence.

Approval of a transfer by the program does not alter any local employment contract requirements in any manner. Any change in service sites within the same health care organization (i.e. an organization or health care system with multiple delivery sites or satellites) is regarded as a transfer and must be approved in advance.

Questions regarding the transfer policy should be directed to:

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