

# MA Career Ladder Program (CLP):

## Employer Frequently Asked Questions

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### I. MA Career Ladder Program - General

#### **1. Which employers are eligible to participate in the CLP and CLPrep?**

Eligible employers include skilled nursing facilities (“SNF”) or home and community-based services providers (“HCBS”) that intend to sponsor the career advancement and retention of its direct care workers into full-time LPN roles through the CLP.

#### **2. Which employee roles are eligible to participate in the CLP or CLPrep?**

Both the CLP and CLPrep are intended for incumbent full-time Certified Nursing Assistants and other direct-care workers who are employed by a participating employer, have their employer’s endorsement to participate, and meet the other eligibility criteria. This endorsement includes but is not limited to a commitment to offer the employee a standard, full-time Licensed Practical Nurse (LPN) role upon successfully obtaining their LPN license. We may consider expanding participation on a case-by-case basis to individuals in similar roles with employer support. Please [click here](#) to see the full eligibility criteria.

#### **3. What constitutes “full-time” employment?**

Full-time work is generally defined by the employer, but typically refers to the number of hours an employee is expected to work in a week, which can range from 30 to 40 hours. Ultimately, what constitutes “full-time” is determined by the employer’s specific policies and standards.

#### **4. Does the Career Ladder Program provide financial assistance for prerequisite courses?**

Employees must fill out the appropriate Free Application for Federal Student Aid (FAFSA) form to take advantage of any applicable federal aid. Filling out the FAFSA also allows them to be considered for MassReconnect and Masseducate (see eligibility requirements for [here](#)), which covers tuition and fees for eligible participants and includes an allowance for books and supplies.

The Career Ladder Program may provide financial assistance for prerequisite classes up to a maximum amount per student as necessary and subject to the availability of funds.

#### **5. What is the difference between the CLP and CLPrep?**

To participate in the CLP, the employee must be accepted to at least one eligible LPN program for the current admissions cycle

The CLPrep is designed for individuals who are not ready for an LPN program in the current admissions cycle, such as needing additional academic and/or admissions support to be a competitive LPN applicant within a year.

At the time that an employer endorses the participation of an employee in the CLPrep or CLP, the employer is committing to promoting this employee to a full-time LPN role once they successfully obtain their LPN license.

**6. Who should employers contact with any additional questions not covered here?**

Please contact Susan Misorski at [Massachusetts Senior Care Association](https://www.massseniorcare.org), Vice President of Workforce Development at [smisorski@maseniorcare.org](mailto:smisorski@maseniorcare.org) or 603-860-2167.

## II. LPN Program: Prerequisites and Other Entrance Requirements

**7. Are prerequisites and admissions requirements modified for MA Career Ladder Program participants?**

No, CLP participants must still complete each school's specific admissions requirements around prerequisite courses, TEAS exam, etc. to be considered for LPN program admission. Refer to the [Participant Guide to LPN Admissions](#) for additional information.

**8. Can prerequisites be taken online?**

This is dependent on the individual prerequisite requirements of each LPN program. If an LPN program has a lab requirement as a prerequisite, these are typically only offered in person.

**9. If an employee has already taken the TEAS exam and passed, will this be acceptable and transferrable?**

Each LPN program has its own policies about what a passing score is for the TEAS and how recent the score should be. Please check the specific policies of each school.

**10. What does the screening process by JVS Boston involve?**

All eligible employees, whether participating in the CLP or the CLPrep, will complete a screening and assessment with JVS Boston.

The JVS screening and assessment is designed to determine whether an eligible employee is a good fit for either CLP or CLPrep. JVS assesses two main components: 1) academic skill level (English and Math), and 2) personal circumstances.

### III. LPN Program: Enrollment

**11. Are LPN programs holding seats for MA Career Ladder Program participants?**

No, community colleges are not holding seats specifically for CLP participants.

**12. Is the COVID vaccine required for admissions into the MA Career Ladder Program?**

The CLP does not have requirements pertaining to Covid vaccination. Candidates should refer to the vaccine requirements of the community college and their employer for additional information.

**13. What is the CLP Advance Payment?**

The CLP Advance Payment is designed to help offset living costs during the CLP participant's LPN studies, at \$440 per week (pre-tax) throughout the standard duration of the LPN program (typically approximately 10 months).

The CLP participant will receive the CLP Advance Payment in equal installments from the employer according to the employer's payroll schedule, minus any federal/state taxes, during their CLP participation.

The CLP Advance Payment will be considered "fully earned" only when they have worked with the employer as a full-time LPN for at least four (4) years. If the employee leaves the employer voluntarily or are terminated for cause by the employer before the end of the 4-year period, their CLP Advance Payment will not be considered fully earned. The employee must then repay the unearned portion of the total CLP Advance Payment disbursed to them.

**14. Does the Career Ladder Program provide funding to employers to cover the cost of replacing the CNA for 20 hours per week while they attend school?**

No, backfilling the employee's hours is the employer's responsibility.

**15. Can CLP participants work more than part-time hours while in the program?**

LPN programs are demanding. The Career Ladder Program is designed so that CLP participants have the flexibility and support to be successful in their studies. However, it is ultimately up the CLP participant and employer to work out an appropriate schedule for both parties.

### IV. Employee's Return Post-LPN Licensure

**16. What is the timeline for the employer's Success Payments?**

Once a CLP participant graduates, passes the NCLEX, and obtains their LPN license, the employer is expected to make the following “Success Payments”, as long as the individual remains employed. The maximum aggregate amount of Success Payments for each Sponsored Employee is \$20,000 (the “Maximum Payment Amount”), payable in five (5) equal installments.

Success Payment	Sponsored Employee Milestone	Amount Due
1	LPN Start Date	\$4,000
2	First anniversary of LPN Start Date	\$4,000
3	Second anniversary of LPN Start Date	\$4,000
4	Third anniversary of LPN Start Date	\$4,000
5	Fourth anniversary of LPN Start Date	\$4,000

**17. What are an employer’s obligations if a CLP participant does not complete the LPN program, or completes and does not pass the NCLEX-PN?**

An employer has no financial obligations to the CLP unless an individual successfully completes the program and passes the NCLEX-PN exam.

**18. What are an employer’s obligations if a CLP participant graduates and passes the NCLEX-PN exam but does not accept a standard, full-time LPN offer of employment from their employer?**

If the CLP participant declines the employer’s LPN offer, the employer has no financial obligation to the CLP.

**19. What are an employer’s obligations if an employee works as an LPN but does not remain employed for the full 4-year commitment?**

- If the employee leaves of their own volition, the employer has no further obligation once the individual departs.

- If the employee is terminated for cause, the employer has no further obligation once the individual departs, provided the employer provides sufficient documentation for the termination reason.
- If the employee is terminated due to a layoff or reduction in force, the employer will be obliged to pay the Maximum Payment Amount.

**20. What are an employer's obligations if the employer does not have an open LPN role available after the employee has successfully attained their LPN license?**

At the time that an employer endorses the participation of an employee in the CLP or the CLPrep, the employer is committing to promoting this employee to a full-time LPN role once they successfully obtain their LPN license. If the employer fails to make a standard, full-time LPN offer to a participating employee in the CLP for any reason, the employer is obligated to pay the Maximum Payment Amount.

**21. What are an employer's obligations if the employer's open LPN role(s) do not work for the employee?**

The employer is expected to make a standard, full-time LPN offer of employment. We recommend that the employer confirms the specific terms of the role (location, hours, etc.) they expect to offer an employee with the employee prior to the employee committing to be a CLP participant to ensure that both parties are aligned.

**22. After obtaining an LPN license, does an employee have the option to work part-time (for a longer period of time), rather than full-time for 4 years?**

The current structure of the CLP requires a 4-year work full-time commitment from both the employee and employer.