

# Advance Your Career in Nursing with the Clinical Certification Direct Pay Program

## How the program works

Enroll in certification programs through select eligible institutions. You will receive a CourseCa\$h™ card to pay for exam and renewal fees directly to your eligible institution.

Eligible institutions include ANA, AONL, AACN, BCEN, ANCC, ONCC, WOCN, CAPA/CPAN.

Preferred partner schools can be found in FAQs [here](#).

All applications must be submitted within **30 days of the course start date**.  
Grades and receipts must be submitted within **60 days of the course end date**.

## Annual coverage

- Full-time teammates: up to \$5,250 per year
- Part-time teammates: up to \$2,625 per year
- PRN, temporary, contract, and contingent teammates not eligible



## Use this guide to:

1. [Create your account for Clinical Certification Direct Pay.](#)
2. [Enroll in eligible programs and receive a CourseCa\\$h™ card for tuition or exam fees.](#)
3. [Get support every step of the way of your education journey.](#)

ADVOCATE  
HEALTH

How It Works ▾
Programs ▾
Resources ▾

Get Started

INDIANA TECH

Health Care Management (MBA)

ASU Arizona State University

Nursing RN to BSN

CENTRAL STATE UNIVERSITY

Business Administration (BS)

Career Training

ed3go

Medical Billing and Coding Certificate

Career Training

ed3go

Spanish for Medical Professionals

INDIANA TECH

Health Information Technology (AS)

What will you do with your free money for education?

Through Advocate Health's Education Assistance Benefit, you can access up to \$5,250 in free tuition or \$7,500 for select nursing programs, along with other options to grow your career.

Get Started

# Getting Started: Activating Your Education Assistance Benefit

Follow these steps to activate your Education Assistance Benefit:

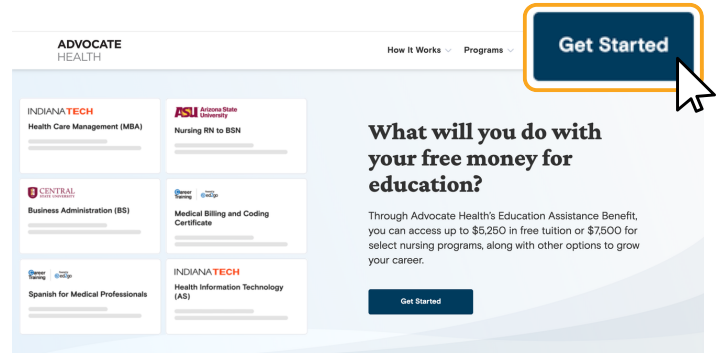
1

Go to  
**AdvocateHealth.InStride.com**.



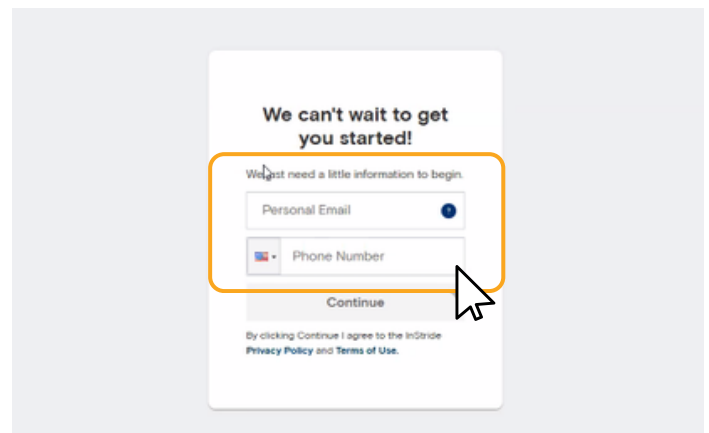
2

Click **Get Started**.



3

Log in using your **Advocate Health Single Sign-On (SSO)**.

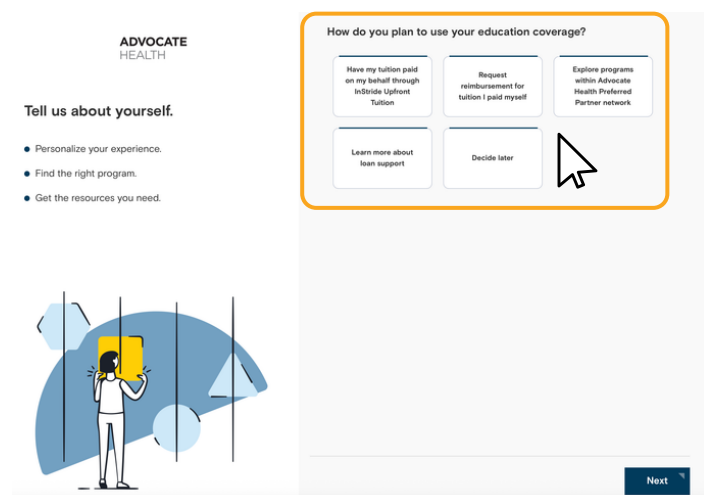


4

Answer a few questions to personalize your education recommendations. This is a one-time setup step.

Once you have activated your account and confirmed eligibility, you will see your personalized dashboard where you can explore programs and funding options.

**ADVOCATE**  
HEALTH



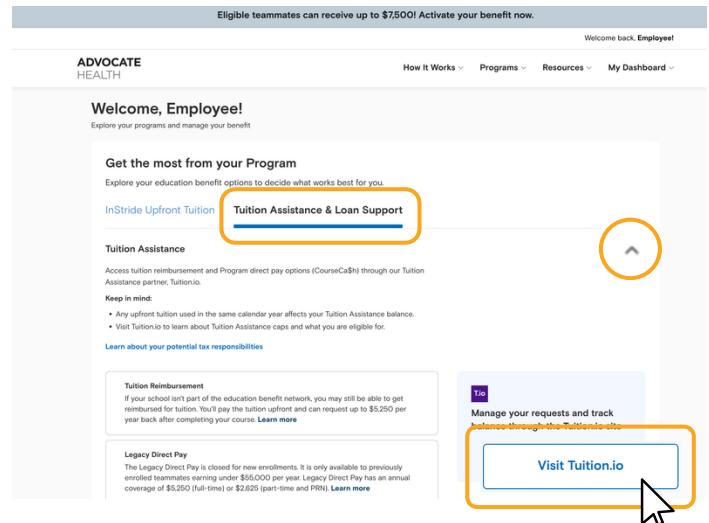
# Submit a Clinical Certification Direct Pay Course Application

**Tuition Assistance** allows your tuition to be reimbursed or paid up front with CourseCa\$h. Select this assistance option to pursue a Clinical Certification Direct Pay Program.

## To get started:

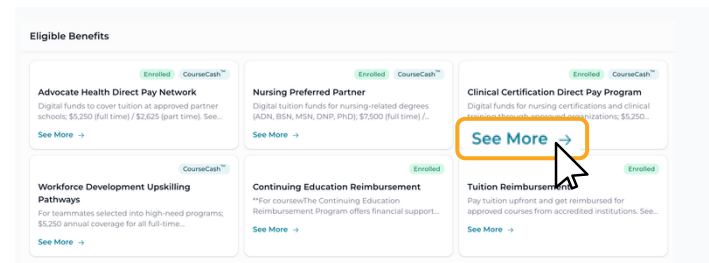
1

From your benefit program dashboard, click **Tuition Assistance & Loan Support**. Expand the **Tuition Assistance** section and click **Visit Tuition.io**.



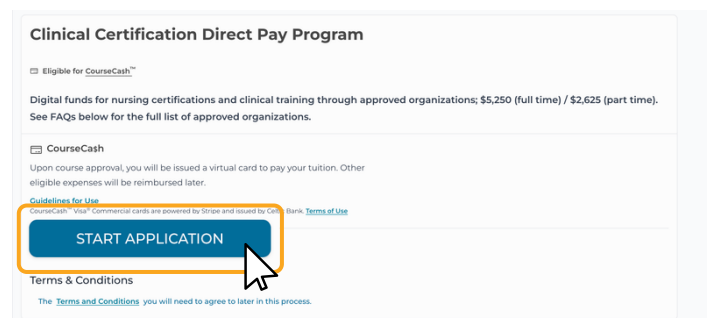
2

From your Tuition Assistance Dashboard scroll down to Eligible Benefits and under the **Clinical Certification Direct Pay Program** click **See More**.



3

Please review the **Terms & Conditions** and **Frequently Asked Questions** for the Clinical Certification Direct Pay Program. Once you are ready to begin your application click the **Start Application** button.



**You must submit your application within 30 days of your course begin date.**

# Submit a Clinical Certification Direct Pay Course Application

1

Begin your application by entering the Application Name (for example, the semester or term description) and the course start and end dates. Only include courses that share the same start and end dates. After completing all required fields, click **Next** to continue. Any fields that appear grayed out are pre-populated with your teammate information.

The screenshot shows the '1 Enter Education Request' form. It includes a progress bar on the right with steps: 1 Education Request, 2 Add Expense Items, 3 Attachments, 4 Payment Type, and 5 Review & Submit. The form fields are: Application Name (filled with 'July 2026'), Today's Date (placeholder 'mm/dd/yyyy'), Anticipated Exam Date (placeholder 'mm/dd/yyyy'), Name (filled with 'Employee Test'), Email (filled with 'cmattcock+employee@tuition.io'), Institution (Certifying Body / Professional Org) Name (placeholder 'Begin Typing to See Results...'), Education Type (placeholder 'Select an option'), and Certification Name (empty). A blue 'Next' button is highlighted with an orange box and a mouse cursor.

2

Next add you course(s) information by clicking the **Add Expense Items** button.

The screenshot shows the '2 Add Expense Items' form. The progress bar on the right shows '1 Education Request Complete' and '2 Add Expense Items' as the current step. The form content includes a message: 'No expense items have been added. Add your expense items and we will tally up your total requested amount here.' Below this message is a blue 'Add Expense Items' button. At the bottom left, a blue 'Next' button is highlighted with an orange box and a mouse cursor.

# Submit a Clinical Certification Direct Pay Course Application

3

Enter your course information, including the Course Name, Course Number, and Course Credits. Then enter your tuition or exam fees and select the CourseCa\$h payment method. If applicable, you can also add books and other required course-related fees.

### Expense Items

Fill out the information below.  
Required Fields \*

#### Course Information

**Course Name \***  
Nursing

**Course Number**  
NURS101

**Course Credit**  
3

#### Tuition

**Tuition or exam fees \***  
\$1,000.00

**Select Tuition Payment Method \***  
Tuition costs are eligible for CourseCash™ payments. All tuition costs in an application must use either CourseCash™ or Reimbursement for payment. Multiple payment methods are not allowed.  
☒ Course Cash Payment Method  
☐ Reimbursement Payment Method

You have selected CourseCash™ for your tuition payment method. All tuition costs in this application will be paid via CourseCash™.

4

Click **+ Add Item** to add additional courses. Once you have added all of your coursework, click **Next** to continue.

**2 Add Expense Items \***

total \$1,000.00

Add your courses and expenses below. All items must fall within the dates specified in your education request.

Nursing

\$1,000.00

+ Add Item

Next

# Submit a Clinical Certification Direct Pay Course Application

5 Attach your itemized invoice, then click **Next** to continue.

3 Include Attachments \*

Required: Itemized invoice

Select a file or drag and drop here to upload

| File Name                                                                                                                                  | File Type         | Upload Date |                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|-------------------------------------------------------------------------------------|
|  itemized_tuition_statement_for_the_fall_2025_semeste.pdf | Approval Document | 07/08/2026  |  |

Next

6 Confirm your CourseCa\$h payment method, then click **Next** to continue.

4 Payment Method

Select your preferred payment method and review your benefits.

CourseCa\$h™ Your employer will pay the institution directly on your behalf.

Reimbursement You will pay for this education out of pocket and then be reimbursed by your employer.

Program Limit:

\$7,500.00

Requested Amount:

\$1,000.00

Total Request:

\$1,000.00

Payment Method Totals

|                                                                                                   |            |
|---------------------------------------------------------------------------------------------------|------------|
|  CourseCa\$h™  | \$1,000.00 |
| Scholarships                                                                                      | -\$0.00    |
| CourseCa\$h™ Total                                                                                | \$1,000.00 |
|  Reimbursement | \$0.00     |
| Payment Total                                                                                     | \$1,000.00 |

Next

# Submit a Clinical Certification Direct Pay Course Application

7

Review and accept the Terms and Conditions, then click **Submit Application** to complete your application.

5

Submit Application

Review Your Application

|                     |                    |                                                                                     |
|---------------------|--------------------|-------------------------------------------------------------------------------------|
| ✓ Education Request | Fall 2026 Semester |  |
| ✓ Add Expense Items | \$1,000.00 total   |  |
| ✓ Attachments       |                    |  |
| ✓ Payment Type      | CourseCash™        |  |

Terms & Conditions

☒ Accept Conditions

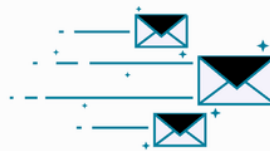
[VIEW](#)

Submit Application

Please review that everything is correct before submitting.

8

Click **View Application** to review your CourseCa\$h card information.



## Application Submitted

What happens now? You can expect the following:

- Your application name is **Fall 2026 Semester**
- Courses in your application are:
  - **Nursing NURS101**
- Your application will be reviewed by your employer
- Once your application is accepted, your next step will be to add grades and receipts
- You can review your application at any time from your dashboard

[Go to Dashboard](#)

[View Application](#)

# How to use your CourseCa\$h Card

From your Tuition Assistance dashboard, open your **In Progress** course application and click **View Card Details** to display your 16-digit card number, CVV, expiration date, and billing address.

**Disclaimer:** Your school may charge credit card fees, which do not count toward your annual benefit limit.

Your CourseCa\$h Card

View Activity

CARD BALANCE

\$1,000<sup>00</sup>

Your card is ready to use at Chamberlain University to pay for tuition in the amount of \$1,000.00!

Any merchant transaction fees are covered up to 4%.

View Card Details

... 1110

VISA

Amount Used:

\$0<sup>00</sup>

Available Funds:

\$1,000<sup>00</sup>

[Guidelines for Use](#)

CourseCa\$h™ Visa® Commercial cards are powered by Stripe and issued by Celtic Bank. [Terms of Use](#)

| Payment Information |                                 |
|---------------------|---------------------------------|
| Cardholder Name     | Employee Test                   |
| Card Number         | 4000 0099 9000 1110             |
| CVV                 | 123                             |
| Expiration Date     | 03/29                           |
| Billing Address     | 123 Some St, Fremont, CA, 94539 |

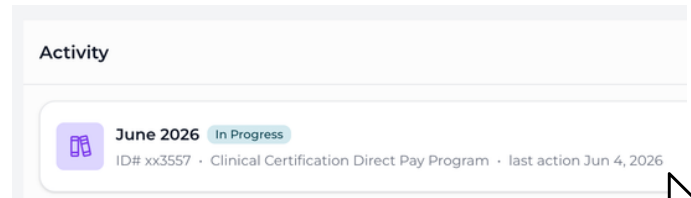
**Your CourseCa\$h card will be deactivated after 14 days of inactivity.**

# Closing Out Your Application

After completing your certification, you must submit documentation within 60 days of obtaining your certification to finalize your application.

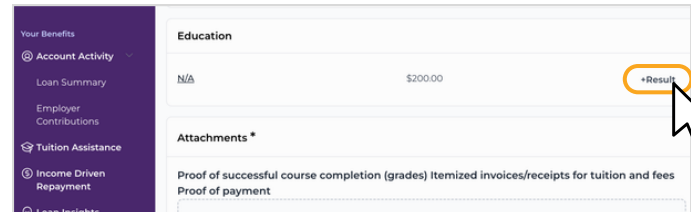
1

Go to your Tuition.io dashboard and locate your Clinical Certification Direct Pay Program application.



2

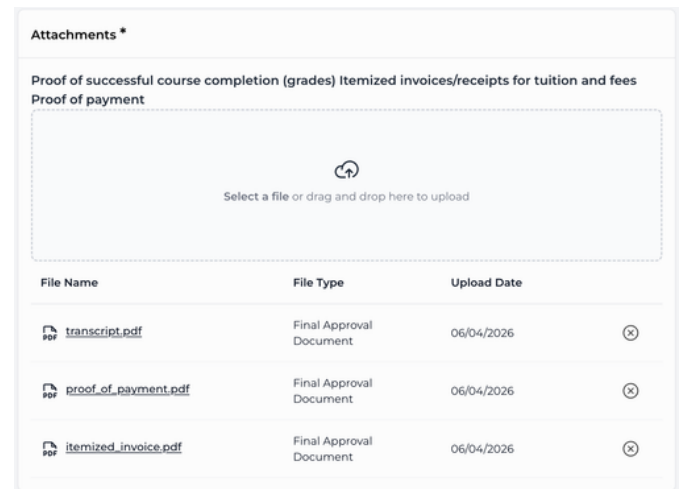
Under **Education**, click **+Result** and enter your final grade.



3

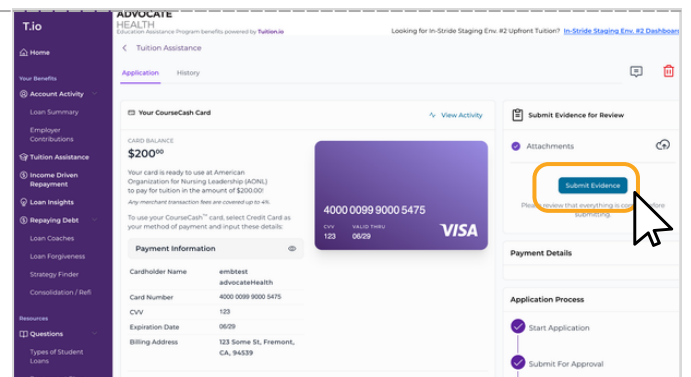
Upload the required documentation, including:

- Proof of course completion including receiving continuing education credit
- Itemized invoices or receipts for tuition, fees & books
- Proof of payment



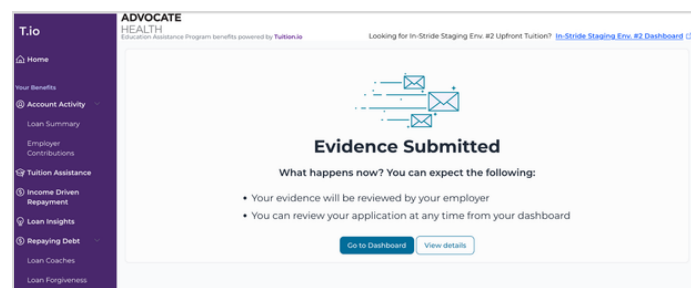
4

Click **Submit Evidence**. Once your documents are reviewed and approved, your application will be marked as complete.



5

You will receive an email once your documents are reviewed and approved. At that point, your application will be complete.



# Teammate Glossary

## Clinical Certification Direct Pay Program

### Education Assistance Benefit

Advocate Health's education benefit, offered in partnership with InStride, that helps cover the cost of learning programs so teammates can grow their skills and careers.

### Eligibility

Full-time, part-time, and PRN teammates may qualify. Eligibility depends on the program.

### InStride Upfront Tuition

Through InStride's academic network, tuition is paid directly to the school for approved programs. No upfront cost and no reimbursement step.

### Tuition Reimbursement

You pay for an approved, accredited program first, then get reimbursed after successful completion.

### Continuing Education Reimbursement (CEU)

You pay for eligible continuing education (such as certifications or CEUs) and submit for reimbursement after completion.

### CourseCa\$h™

Funds provided by Advocate Health through a digital card that can be used toward tuition at approved partner schools and programs. Tuition is paid with the card, while some books and fees may require reimbursement.

### CourseCa\$h™ Programs

Program options available under CourseCa\$h™, including Workforce Development Upskilling Pathways, Advocate Health Direct Pay Network, Nursing Preferred Partner Program, Clinical Certification Direct Pay Program, and Legacy Direct Pay (closed to new enrollments).

### Coverage Limits

The maximum amount covered each year. Most programs follow standard limits of up to \$5,250 per year, with some (like nursing programs) offering higher coverage.

# Teammate Glossary

## Employment Requirement

You must remain employed with Advocate Health for 12 months after tuition is paid.

## InStride & Tuition.io (TIO)

The platforms used to access and manage your education benefit.

- **InStride:** Your starting point for the Education Assistance Benefit, including access to Upfront Tuition programs and benefit tracking.
- **Tuition.io (TIO):** Used to manage CourseCa\$h™, Tuition Reimbursement, Student Loan Repayment, and CEU assistance, including applications, documentation, and benefit tracking.

## \$5,250 Cap

Up to \$5,250 per year in education assistance is tax-free. Amounts over this limit may be taxed and reported on your W-2.

## Resources

### How to Keep Using Your Benefit With Our New Options

This article explains how to continue using your education benefit under the updated program options.

### Guide to New Programs and Schools

Overview of new available programs and partner schools.

## Need help?

You can connect with a support specialist in the following ways:

- **Email:** [Support@InStride.com](mailto:Support@InStride.com)
- **Phone:** 1-888-919-5653
- **Live support hours:**
  - Monday–Friday: 8:30 a.m.–8:30 p.m. ET
  - Saturday: 8:30 a.m.–5:00 p.m. ET

Hi there 🙌

How can we help out today?

