

Advance Your Career in Nursing with Continuing Education and Tuition Reimbursement

ADVOCATE
HEALTH

Advocate Health is committed to supporting the continued growth of our nurses. Through the Education Assistance Benefit, eligible teammates can access funding for degrees, professional certificates, and continuing education to support their professional development and career goals.

The Continuing Education Reimbursement program offers financial support for teammates seeking Continuing Education Units (CEUs) necessary to maintain professional licensure or certification. Tuition Reimbursement is offered to teammates who complete courses through out-of-network schools.



Getting Started

**Continuing Education
Reimbursement**

Tuition Reimbursement

Need help?

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

- **Email:** 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?



Getting Started: Activate Your Education Assistance Benefit

Follow these steps to activate your Education Assistance Benefit:

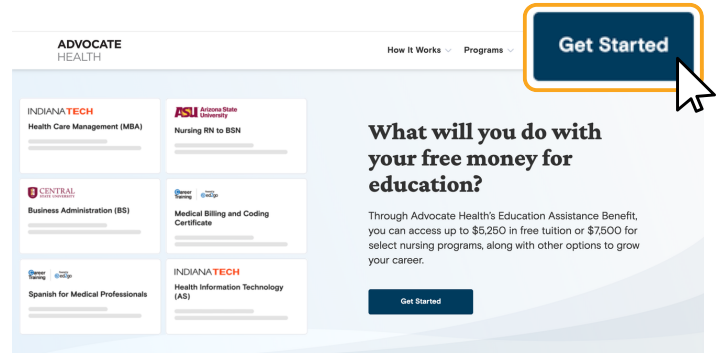
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Go to
AdvocateHealth.InStride.com.



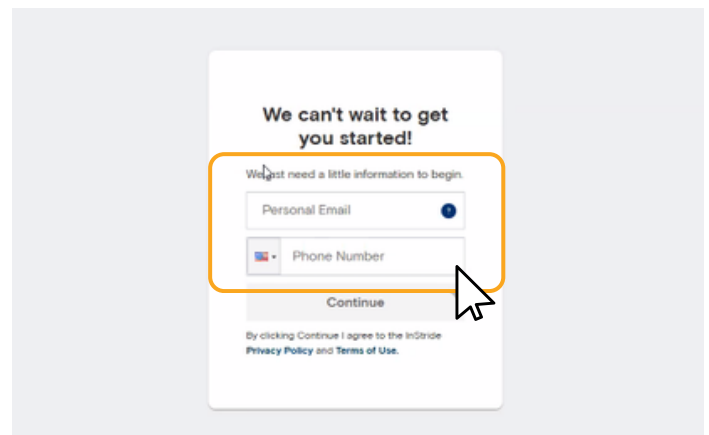
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Click **Get Started**.



3

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

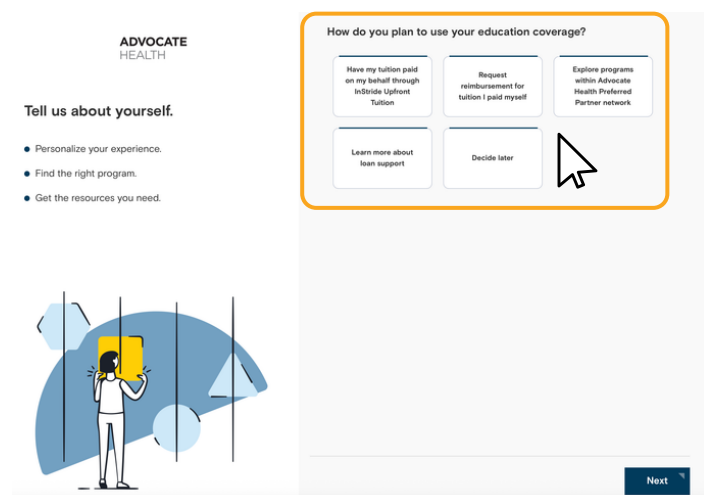


4

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.

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HEALTH





How it works

You pay out of pocket and receive reimbursement after submitting documentation. You will receive your reimbursement via payroll in 1-2 pay periods from the date of your approval.



Annual coverage

\$1,500 per year. Counts toward the overall annual benefit limit of **\$5,250 (FT) / \$2,625 (PT)**.



Who can use it

Full-time, part-time, and PRN teammates.



What's covered

Course fees, exam fees, registration; seminars, conferences, and workshops that provide CEU (including registration fees).



Approved certifying bodies

You may use **Continuing Education Reimbursement** for eligible programs offered by institutions holding **Regional or National accreditation from the U.S. Department of Education**, or by organizations authorized by **ACCME (Accreditation Council for Continuing Medical Education)**, **ACPE (Accreditation Council for Pharmacy Education)**, **AAPA (American Academy of PAs)**, or other recognized continuing education accrediting bodies approved to provide education for nursing professions.



Eligible certifications

Any CEU organization, institution, or training provider that is authorized to provide continuing education for nursing professions.

Examples of eligible Continuing Education expenses

Use your Continuing Education Reimbursement benefit for eligible CEU-related expenses, including:

- Professional organization membership dues (when CEUs are included)
- Conference registration fees (for conferences that award CEUs)
- Continuing education seminars, workshops, and webinars that provide CEUs
- Course fees for eligible CEU courses
- Exam fees
- Certification renewal fees (license renewal fees are not eligible)



How it works

You pay for your program and request reimbursement after course completion



Annual coverage

\$5,250 (FT) / \$2,625 (PT)



Who can use it

Full-time & Part-time teammates

PRN, temporary, contract & contingent teammates not eligible



What's covered

Qualified educational expenses, including tuition, fees and textbooks



Eligible institutions

Programs must be taken through regionally or nationally accredited institutions. Click [here](#) to learn more about your school of choice's accreditation.

Need Help?

If you need assistance at any point, support is available:

- **Email:** support@instride.com
- **Chat:** Available within the platform

Phone: 1-888-919-5653 (*Personal Education Advisor*)

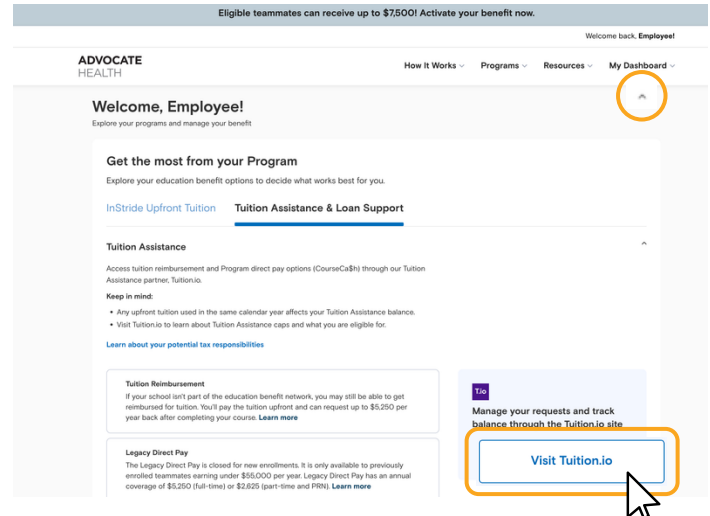
Submit a Continuing Education or Tuition Reimbursement Application

To receive reimbursement for your tuition or certification expenses, log in to **AdvocateHealth.InStride.com** and visit your dashboard. **The application process is the same for both Tuition Reimbursement and Continuing Education Reimbursement.** Just be sure to select the correct program before applying.

Then, follow the steps below:

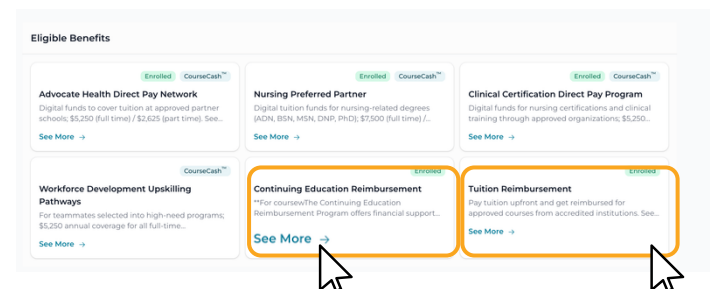
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From your benefit program dashboard, click **Tuition Assistance & Loan Support**. Expand the **Tuition Assistance** section and click **Visit Tuition.io**.



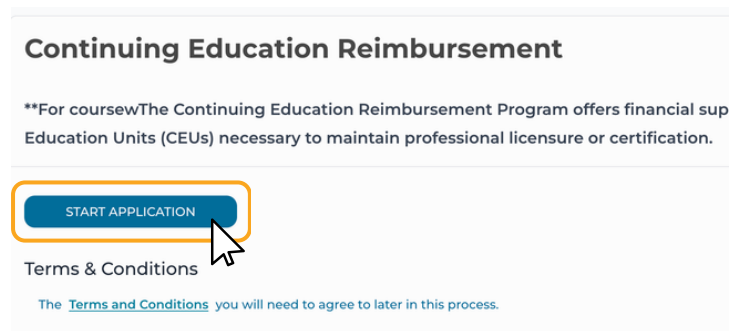
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From your Tuition Assistance Dashboard scroll down to Eligible Benefits. Select your program, either **Continuing Education Reimbursement** or **Tuition Reimbursement**, and click **See More**.



3

Please review the **Terms & Conditions** and **Frequently Asked Questions** for the Continuing Education Reimbursement or Tuition Reimbursement 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 Continuing Education or Tuition Reimbursement Application

4

Begin your application by entering the **Application Name** (for example, the semester or term description) and the coursework start and end dates. If your institution is not listed, select **Other** in the **Institution Name** field. Any fields that appear grayed out are pre-populated with your teammate information.

New Application

Complete the steps below to submit your application.

1 Enter Education Request

What are you currently working on? Provide details about this specific learning session. Note: All expense items added in the next step must occur within the dates provided here.

Application Name *

July 2026

Courses Begin Date *

mm/dd/yyyy

Courses End Date *

mm/dd/yyyy

Name *

Employee Test

Email *

cmattock+employee@tuition.id

Institution Name (select Other if not listed) *

Other

PROGRESS

1 Education Request

2 Add Expense Items

3 Attachments

4 Payment Type

5 Review & Submit

5

If the **Field of Study** and **Institution or Certifying Body** fields do not apply to your coursework, enter **N/A**.

Education Type *

Individual Course

Field of Study *

Institution Name of Certifying Body *

Next

Submit a Continuing Education or Tuition Reimbursement Application

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

The screenshot shows a web form titled "New Application" with the instruction "Complete the steps below to submit your application." The form is for the "Fall 2026 Semester". A progress bar on the right indicates the following steps: 1. Education Request (Complete), 2. Add Expense Items (Current step), 3. Attachments, 4. Payment Type, and 5. Review & Submit. The main content area for step 2 shows 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 button labeled "Add Expense Items", which is highlighted with an orange rectangle and a mouse cursor. A "Next" button is located at the bottom left of the form.

7 Enter your course information, including the **Education Name**. Then enter your tuition, course, or exam fees. If applicable, you can also add additional course-related fees.

The screenshot shows a modal form titled "Expense Items" with the instruction "Fill out the information below." and a close button (X) in the top right corner. The form contains several input fields: "Education Name" (with a red asterisk) containing the text "Conference", "Course Number", "Course Credit", "Tuition", and "Tuition, course, exam fees" (with a red asterisk) containing the value "\$1,000.00". At the bottom of the form are two buttons: "Cancel" and "Add". The "Add" button is highlighted with an orange rectangle and a mouse cursor.

Submit a Continuing Education or Tuition Reimbursement Application

8

Click **+ Add Item** to add additional courses if needed. Once you have added all 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.

Conference

\$1,000.00

+ Add Item

Next

9

Attachments are not required for your initial pre-approval, but you can add them if you have your course documents available. After adding your attachments, click **Next** to continue.

3 Include Attachments



Select a file or drag and drop here to upload

Next

10

Review your total **Requested Amount** to ensure it is correct, then click **Next** to continue.

4 Payment Method

Select your preferred payment method and review your benefits.

Program Limit:

\$1,500.00

Requested Amount:

\$1,000.00

Total Request:

\$1,000.00

Next

Submit a Continuing Education or Tuition Reimbursement Application

11

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 Conference	
✓ Add Expense Items	\$1,000.00 total	
✓ Attachments		
✓ Payment Type	Reimbursement	

Terms & Conditions

☒ Agree to Terms and Conditions

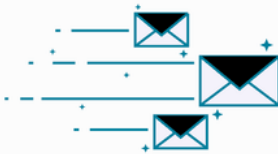
[VIEW](#)

Submit Application

Please review that everything is correct before submitting.

12

Click **View Application** to review your application details.



Application Submitted

What happens now? You can expect the following:

- Your application name is **Fall 2026 Conference**
- Courses in your application are:
 - **Conference**
- 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

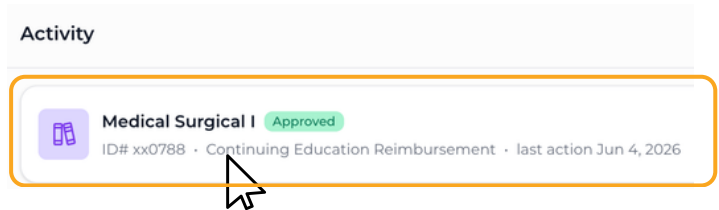
[Go to Dashboard](#) [View Application](#)

Submit Your Documents for Continuing Education or Tuition Reimbursement

You must add your documentation within **60 days** after completing your course or certification.

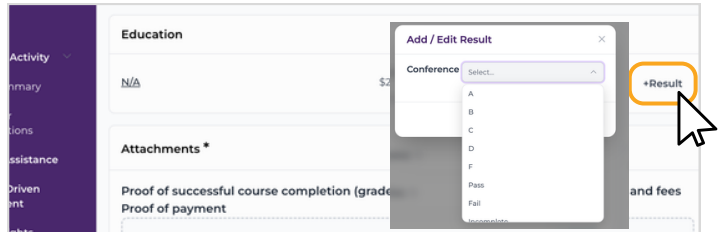
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Return to your dashboard and open your application.



2

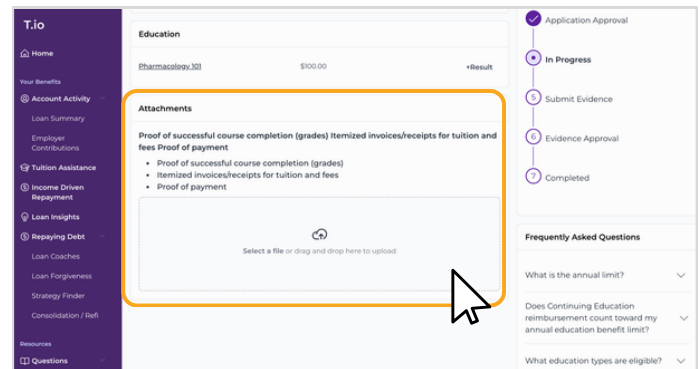
Under **Education**, click **+Result** (found on right side of the box) and enter your final grade/completion certificate. You can select Pass for those completed without a required grade



3

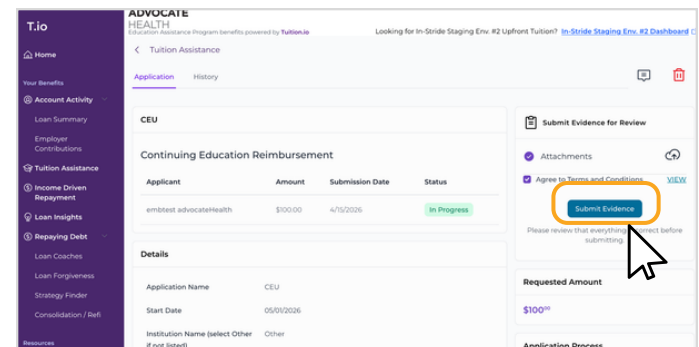
Go to **Attachments** and upload:

- Transcript or proof of completion
- Itemized invoice
- Tuition or fee receipts



4

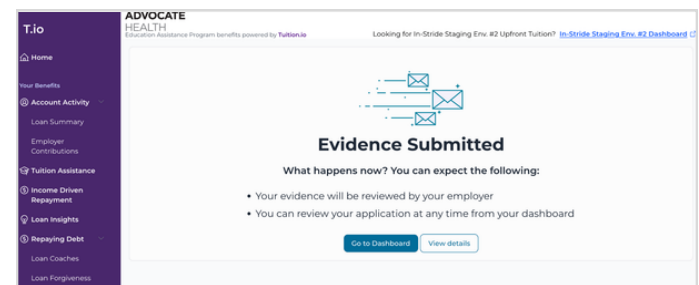
Accept the terms and conditions and click **Submit Evidence**.



5

Next steps: You will receive your application decision within **5–7 business days**.

Once your application is approved, your reimbursement will be processed through payroll within **1–2 pay periods** from the approval date. Be sure to watch for an approval email in your inbox.



Teammate Glossary

Continuing Education & Tuition Reimbursement

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, conferences 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, with some (like nursing programs) offering higher coverage.

Teammate Glossary

Continuing Education & Tuition Reimbursement

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.

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