



Preceptor Program Instructions

FALL 2025 Incentive Cycle



Program Overview

The THA Preceptor Incentive Program is a grant-funded program from the Tennessee Hospital Association (THA) and the Tennessee Center for Health Workforce Development. This program was created to help support the nursing pipeline by providing training and an incentive for academic preceptorships in nursing, thereby increasing the availability and quality of these placements for students.

Please note the following items:

- All elements must be completed by the designated deadlines to qualify for the incentive payment.
- Incentive payments are made directly to the preceptor.
- All communication regarding the program will be managed via this email address. Please be sure to save it to your contacts: preceptorincentiveprogram@tha.com

Preceptorship is a standard element of the nursing profession, and the development of future nurses is a professional expectation of every healthcare professional.

Due to funding, we know that we may not be able to provide incentives to each applicant. Please note that by participating in this program, you are aware that funding is distributed until it is exhausted.

You are expected to read these instructions in detail; all questions or concerns should be sent to preceptorincentiveprogram@tha.com.

Program Details

Preceptor Requirements

Qualified nurses (see below details) are to complete the following items to qualify for the student preceptor incentive. Preceptorship is defined as a licensed nurse's oversight of student nurses during clinical hours that contributes to their academic program of study.

Preceptors will follow the process outlined below to participate in the program:

Preceptors will complete two (2) professional development courses and complete hours within one of two ranges.

NUMBER OF PRECEPTORSHIP HOURS <i>(per incentive cycle)</i>	INCENTIVE AMOUNT <i>(per incentive cycle)</i>
70 – 115 hours	\$1,500.00
116 – 160 hours	\$2,300.00

Incentives for preceptors vary based on the number of hours of preceptorship. Preceptors will receive one payment for each incentive cycle for the highest number of approved hours.

This program is only available to those precepting student nurses (LPN, RN, APRN). THA does NOT place students with preceptors as a part of this program.

- Preceptors should work with facility leadership or those who manage clinical placements in your organization to find student placements.

Program Details cont.

Preceptors must complete all elements of the program and submit documents by the due date indicated for each incentive cycle.

Preceptor Eligibility:

- Ensure that your participation in this program is not a violation of employer policies. Please contact your leader or the Human Resources office as necessary.
- Local, state, and federal government nursing employees should confirm eligibility for the preceptorship grant program.

To be eligible for a nursing preceptorship incentive, each applicant must meet the following requirements:

- Must be a U.S. citizen or permanent resident.
- Must have an unrestricted Tennessee (state or compact) nursing license.

APRNs:

- A Tennessee licensed advanced practice registered nurse (APRN) providing clinical preceptorship at an eligible practice site for APRN students enrolled in an approved, accredited Tennessee public or private school of nursing.

LPNs or RNs:

- Tennessee or multi-state licensed registered nurse (RN) or licensed practical nurse (LPN) who provides clinical education at an eligible practice site for RN or LPN students in an approved and accredited Tennessee public or private school of nursing.

Eligible Practice Sites

- An eligible practice site is a clinical site that has been approved by a Tennessee state public or private nursing education program for student clinical practice. The nursing education program and the clinical facility must have a current clinical affiliation agreement.
- Students attending schools in the following states may complete clinical hours: Alabama, Kentucky, Virginia, Georgia, Arkansas, Mississippi, and Missouri. However, precepted hours must be completed within the state of Tennessee.

Program Training, Documentation & Instructions:

Please read all instructions thoroughly.

Step 1: Identify Nursing Student Placement

- Work with your facility leadership to identify a student placement.
- If you are in independent practice, please contact your local postgraduate programs to notify them of your desire to precept.
- If you need assistance finding a student, please email us at preceptorincentiveprogram@tha.com, and we will help put you in contact with local academic programs.

Program Training, Documentation & Instructions:

Step 2: Preceptor Training

Training courses are only completed ONCE; if you have completed these courses in a previous incentive cycle, you do not need to repeat the training.

1. UTHSC Preceptor Course

Follow instructions below to complete the self-paced learning module from The University of Tennessee Health Science Center.

Access the CE Now Learning Platform:

- [Preceptor Training CE Now \(uthsc.edu\)](https://uthsc.edu)
- Create an account, complete the training, and submit the completion certification with your incentive documentation.
- Instructions on accessing the course and creating an account can be found here: [UTHSC Preceptor Trainings PDF](#)
- Course completion certificate or transcript from CE must be submitted **by the due date**.

Step 3: Submission of documents & Preceptor hours forms

Click this link to begin the documentation process:

[THA Nurse Preceptor & Training Packet](#)

Step 4: Payment

Notification of payment will be sent after the application period deadline. All applications will be reviewed for completeness of requirements.

Payments will be made to preceptors who have completed all the requirements by the deadline in the order in which they were received until funding is exhausted.

The notification will include items needed to process payment, including a W-9 and confirmation of the preceptor's mailing address and contact information.

All payments will be mailed to the address provided within 30 days of the submission deadline indicated on the THA Preceptor Incentive website.