



VIRGINIA NURSING WORKFORCE CENTER

Earn to Learn Nursing Education Acceleration Program

Memorandum of Understanding High School / Career-Technical Applicant & Partners

Template Only

How to use this template

This is a sample Memorandum of Understanding for an Earn to Learn **high school partnership (clinical and postsecondary partners)**. Complete the bracketed fields, adapt the terms to your partnership, and have both parties sign. A signed MOU is required at the time of application. ***Please note: an existing affiliation agreement does not fulfill this requirement.***

Parties

This Memorandum of Understanding ("MOU") is entered into by and between **[High School / Career-Technical Center Name]** ("the High School"), and **[Partner Organization Name]** ("the Partner"), together "the Parties," for the purpose of participating in the Earn to Learn Nursing Education Acceleration Program administered by the Virginia Nursing Workforce Center ("VNWC").

Purpose

The Parties enter into this MOU to establish a collaborative Earn to Learn health career pathway. The High School delivers the health career pathway and prepares students toward an entry credential; the Partner supports students' progression toward nursing licensure and the workforce. A high school applicant partners with BOTH a clinical/healthcare partner (for clinical experience and employment) and a postsecondary partner (to continue toward licensure) complete a separate MOU for each partner.

Term

This MOU is effective upon signature by both Parties and, if the application is awarded, continues through the 24-month grant performance period (January 2027 – December 2028) and any required reporting that follows. It may be amended in writing by mutual agreement of the Parties.

Shared Commitments

Both Parties agree to:

- Collaborate to move students from entry into the pathway toward their first credential and onto the path to nursing licensure.
- Support participant tracking and share de-identified outcome data for grant reporting.
- Participate in monthly progress calls convened by VNWC.

Responsibilities of the High School

- Deliver the health career pathway and prepare students toward a defined entry credential.
- Provide academic support and pathway advising for participating students.
- Track participant progression and report on entry-credential attainment and continuation.
- Coordinate clinical and postsecondary partnerships for students.

Responsibilities of the Partner

- Clinical partner: provide clinical or work-based learning and support employment opportunities for eligible students.
- Postsecondary partner: provide a defined pathway (such as dual enrollment or articulation) for students to continue toward nursing licensure.
- Support students' progression and, where applicable, preceptor mentorship.
- Share information needed for participant tracking and reporting.

Data Sharing and Reporting

The Parties agree to share de-identified participant and program outcome data as needed to meet Earn to Learn reporting requirements, which include reporting at five periods: baseline, six months, twelve months, eighteen months, and a final (24-month) report. Data will be de-identified and used solely for grant reporting, program evaluation, and nursing workforce planning for the Commonwealth of Virginia, consistent with applicable privacy laws including FERPA where applicable.

General Provisions

1. Not an employment or funding guarantee

This MOU documents a partnership commitment. It does not constitute an employment contract with any individual student, nor a guarantee of grant funding, which is determined solely by VNWC.

2. Independent parties

Each Party remains an independent entity; nothing in this MOU creates a joint venture, agency, or partnership in the legal sense.

3. Compliance with law

The Parties will comply with all applicable federal, state, and local laws in carrying out their responsibilities under this MOU.

Signatures

By signing below, each Party affirms its commitment to the partnership described in this MOU.

For [High School / Career-Technical Center Name] (the High School)

Authorized signature

Printed name and title

Date

For [Partner Organization Name] (the Partner)

Authorized signature

Printed name and title

Date

This template is provided for convenience and does not constitute legal advice. Each organization should review the final MOU with its own counsel.