

# Rules – Markup Copy



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SECRETARY

# ARKANSAS STATE CRIME LABORATORY

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DIRECTOR

Pursuant to Act 360 of 2021, the Arkansas State Crime Laboratory adopts and promulgates the following rules for the Arkansas State Crime Laboratory (ASCL) Forensic Pathologist Student Loan Forgiveness Program.

## A. Definitions

1. "Pathologist" means a person that has completed all of the requirements to be employed as a forensic pathologist in the State of Arkansas.
2. "Student Loan" means money borrowed from a Student Loan Creditor for financial assistance in obtaining a license as a Pathologist.
3. "Student Loan Creditor" means a financial lending institution that lends money for the purpose of paying for college expenses.
4. "Program" means the Arkansas State Crime Lab Student Loan Forgiveness Program established pursuant to Act 360 of 2021.

## B. Eligibility Requirements

1. A Pathologist is eligible for a payment of up to twenty-five thousand dollars (\$25,000) toward their outstanding Student Loan balance following the successful completion of two years of consecutive employment with the Arkansas State Crime Lab (ASCL).
  - a. The maximum allowable under the Program is one hundred thousand dollars (\$100,000) per Pathologist.
  - b. Successful completion of one year of employment does not entitle a Pathologist to receive a payment, including partial payments, for their student loan.
2. All of the following requirements will be met prior to the ASCL making a payment on a Student Loan.
  - a. Completion of twenty-four (24) months of employment with the ASCL, to include satisfactory completion of a one (1) year probationary employment period;

- i. The one (1) year probationary period is not required for applicants that have been employed for more than two (2) years and have already received one payment under the Program.
    - b. Proof that the Pathologist's Student Loan has an outstanding, unpaid, balance; and
    - c. An executed employment contract with the ASCL.
- C. Applications for the Program
  1. Applications for the Program will be submitted within thirty (30) days following the completion of two (2) consecutive years of employment.
  2. Completed applications will include all of the following documents:
    - a. A completed application form on the form approved by the ASCL;
    - b. A statement on the Student Loan Creditor's letterhead that includes the total outstanding balance of the Student Loan;
      - i. The statement will include the Student Loan Creditor's name, contact information, address where payments should be sent, and any special instructions for remitting payment on behalf of the Pathologist.
    - c. The Pathologist's executed employment contract;
    - d. A letter from the Chief Medical Examiner at the ASCL stating that the Pathologist has successfully completed a one (1) year probationary period; and
      - i. The letter from the Chief Medical Examiner is not required for applicants that have been employed more than two (2) years and have already received one payment under the Program.
    - e. Any other documents required by the ASCL Director.
  3. Completed application packets will be forwarded to the ASCL Director, or their designee, for review and approval.
  4. The ASCL Director's decision to reward or deny an application is final.
  5. The ASCL Director will provide notice to the applicant when an application is approved or denied.

- a. When an application is denied, the ASCL Director will provide the applicant with a reason for denial.
- b. An applicant whose application has been denied for failure to submit a completed application packet will be given ten (10) days from the date of denial to submit the required documents. Documents submitted after ten (10) days may be denied at the discretion of the ASCL Director.