Application Procedures for Graduate Non-Degree Health Professions Education Certificate

The Certificate in Health Professions Education (CHPE) is offered by the University of Louisville’s (UofL) College of Education and Human Development (CEHD). The program is designed to meet the educational needs of healthcare providers and is offered on the Health Sciences Center (HSC) campus. The program consists of four classes that are taught in an accelerated hybrid format. Which means, the individual courses are eight weeks long and will have 4 to 5 in-person meetings and 3 to 4 online asynchronous meetings. The in-person classes are on Monday evenings from 5:30 – 8:00 p.m. in the Abell Administration Center.

For more information about the CHPE certificate, please review the information below and contact Staci Saner, M.Ed. at hpe@louisville.edu with further questions.

CHPE certificate information can also be found [HERE](#).

Application Instructions:

- **Step 1**: Click [HERE](#) or go to www.louisville.edu/graduate
  - Click on Future Students tab
  - Under Applying, click on Graduate Application
- **Step 2**: Create an Account
- **Step 3**: Verify your email by opening your email account and clicking the verification link.
- **Step 4**: Click Go To Login
- **Step 5**: Look for Application Menu and click on Application

Most of the application is self-explanatory, but please note the following specifics:

- **Page 4**: Education Plans
  - Do you intend to purse a degree at this time? (Choose: NO)
  - Do you want to apply to an online program? (Choose: NO)
  - I plan to attend… (Choose: PART-TIME)
  - Classification level… (Choose: Graduate Non-Degree)
- **Page 5**: Application for Graduate Admission
  - Click on the (+) next to: College of Education and Human Development
  - Select: Health Prof Educ – Certificate (Non)
  - Select Term: (This will be the term you plan to begin taking the course.)
- **Page 6**: Section III - Test Information
  - For applicants without a terminal degree (i.e. MD, DDS, PhD) GRE scores must be submitted. **Please note**: When submitting GRE sources through ETS, use the general University of Louisville code: 1838.

**Please Note: You must apply to graduate from the certificate program during your final semester of the program.**
**Page 7: Section V – Academic Background**
- Have you previously attended UofL? (Y/N) – if yes, includes dates of attendance.
- Undergraduate Course Work – list all colleges and hospital programs attended/attending *(excluding UofL)* and dates of attendance.
- Graduate/Professional Course Work – list all and include dates and degrees/certificates earned.

**Page 8:**
- Section VI – Comments
  - Skip, unless you have comments/need to add information.
- Section VII – Recommendations
  - Provide two letters of recommendation.
    - Option 1: Select online Reference Form and include the recommenders email address.
    - Option 2: An online copy of the Letter of Evaluation may also be found by clicking [HERE](#).
  - If you have studied at a college/university in the last five years, the admissions committee prefers to see at least one (1) letter from a faculty member. Other references can include work supervisors. Personal references (i.e. family, friends) will not be accepted.
- Section VIII – Attachments
  - Current resume or curriculum vita (CV) – Upload
  - [Goal Statement Sheet](#) – Upload
  - The Admissions Committee evaluates applications based upon how an applicant’s goals, professional experiences, and commitment to education, are an appropriate fit to this program.
- Once finished, [Submit](#) your application or [Save and Exit](#), if you need to return later.
- Pay the $40 application fee by credit card.
- Official Transcripts of all undergraduate and graduate work are required to be submitted to the Graduate School. UofL transcripts do not need to be submitted. Unconditional admission requires a minimum cumulative grade point average (GPA) of 3.0 for all coursework taken AND a minimum GPA of 2.75 for coursework at the undergraduate degree-grating institution.
- Submit official transcripts to:

  University of Louisville  
  Graduate School  
  2211 South Brook St.  
  Houchens Bldg, Rm 105  
  Louisville, KY 40292  
  Email address: gradadm@louisville.edu  
  Phone: (502) 852-6495

**NOTE:** Admission is very competitive. Meeting the GRE and GPA minimums do not guarantee acceptance into the program.

University of Louisville employees are eligible for Tuition Remission Benefits. To see if you qualify or for more information, click [HERE](#).

University of Louisville reserves the right to change programs of study, academic requirements, fees, schedules of courses, the announced academic calendar and deadlines without prior notice.

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