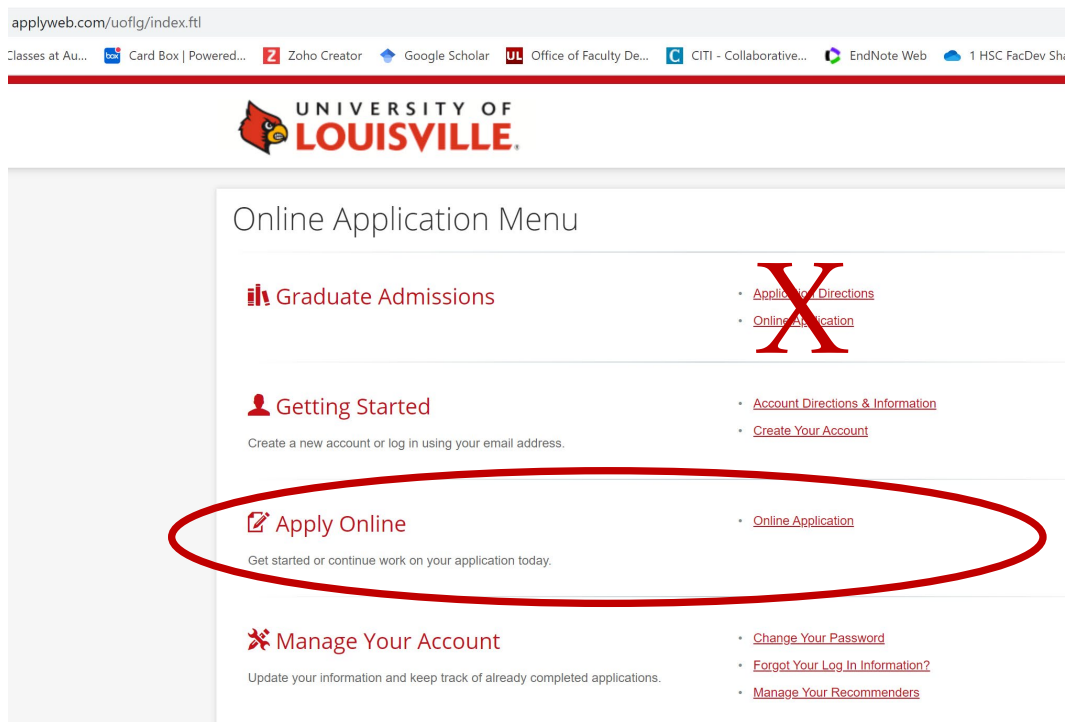


Application Procedures for Graduate Certificate (Non-Degree) Health Professions Education

The Graduate Certificate in Health Professions Education (HPE) 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 educators and is offered on the Health Sciences Center (HSC) campus. The 12-hour program consists of 4 classes that are taught in an accelerated hybrid format. 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 will meet on Monday evenings from 5:30 – 8:00 p.m. in the SON (K-wing) Building. HPE certificate information can also be found [HERE](#).

Application Instructions

- **Step 1:** Click [HERE](#) or go to <https://louisville.edu/graduate/futurestudents>
 - Select **Graduate Application** under the Applying heading
- **Step 2:** Create an Account (you will need to create a graduate account: FYI - UL credentials **will not** work for this).
- **Step 3:** Once you have made an account and login select **Online Application** in the **Apply Online** section



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

- **Page 4:** Education Plans
 - Do you intend to pursue 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**)
 - Applicant Type – **New**

****Please Note: You must apply to graduate from the certificate program during your final semester of the program**
Document Updated: 4/26/2021



Application Procedures for Graduate Certificate (Non-Degree) Health Professions Education

- **Page 5:** Application for Graduate Admission
 - Click on the **(+)** next to: *College of Education and Human Development*
 - Select: **Health Prof Educ (CHP)**
 - Select Term: (*This will be the term you plan to begin taking the course. Such as **Fall 2021***)
- **Page 6:** Section III - **NO GRE Required** - select continue
- **Page 7:** Section V – Academic Background
 - Have you previously attended UofL? (**Yes or No**) – If **Yes**, include 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 - **NO Recommendations as of 5/1/2020** - select continue
 - Section VIII – Attachments
 - **Current resume or curriculum vita (CV) – Upload**
 - **Goal Statement Sheet (No Goal Statement required as 5/1/20) - select continue**
 - The Admissions Committee evaluates applications based upon how an applicant's professional experiences and commitment to education are an appropriate fit to this program.
- **Submit** your application or **Save and Exit**, if you need to return later.
- Pay the application fee by credit card.
- Official Transcripts **No Transcripts Required for Faculty** - all undergraduate and graduate work are required to be submitted to the Graduate School for non-faculty applicants. **UofL transcripts do not need to be submitted.** Unconditional admission requires a minimum cumulative grade point average (GPA) of 2.5. Submit official transcripts to: Email address: gradadm@louisville.edu

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

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