

## ADVANCED PRACTICE ENVIRONMENTAL AND OCCUPATIONAL HEALTH GRADUATE CERTIFICATE APPLICATION INSTRUCTIONS

Thank you for applying to a UW School of Nursing graduate certificate! This application process is designed to ensure the admissions committee has all of the necessary information from you for their review.

If you have questions that are not answered in these instructions or on the UW School of Nursing website (<http://nursing.uw.edu>), please contact Student and Academic Services at 206.543.8736 or email [asknursing@uw.edu](mailto:asknursing@uw.edu).

Direct any questions about the online University of Washington Graduate School application to 206.685.2630 or [uwgrad@uw.edu](mailto:uwgrad@uw.edu).

### ELIGIBILITY CHECKLIST

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The Advanced Practice Environmental and Occupational Health graduate certificate program can be completed as a **stand-alone certificate** or **concurrently with a University of Washington graduate degree**.

To apply, you must:

- Have a minimum cumulative Grade Point Average (GPA) of 3.0 for the last 90 **graded college/university quarter-hour or equivalent credits you completed**
- Meet one of the following requirements:
  - **Domestic applicants:** Bachelor's or graduate degree in an appropriate discipline and currently working as a nurse, physician, social worker, chaplain, or other health care professional
  - **Current University of Washington graduate students:** Concurrent enrollment in a University of Washington graduate degree program
  - **International applicants:** Have a previous graduate degree (to complete as a stand-alone program) **or** concurrent enrollment in a UW graduate degree program
- Proof of English language proficiency **if your native language is not English**, regardless of citizenship\*
- Active, unrestricted Washington state professional license:** If you accept an offer of admission, your program culminates with a capstone project. This can be either a mentored research or clinical experience.

If you choose a *clinical* experience, eligible international applicants must have an active, unrestricted Washington state license for your respective clinical profession (e.g., RN, MD, etc.) **when you apply\***; domestic applicants must have an active, unrestricted Washington state professional license **upon enrollment**.

**\*International applicants:** For information about English proficiency and RN licensure, visit the School of Nursing website:  
<https://nursing.uw.edu/programs/certificate/apeoh/international/>

**We do not require GRE scores for any of our graduate degree applications.**

### DEADLINES

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The application deadlines for the APEOH graduate certificate are 11:59 p.m. on the following dates:

- **October 15** to begin study in winter quarter
- **January 15** to begin study in spring quarter
- **May 1** to begin study in autumn quarter

You will complete the graduate certificate application online. You will not be able to submit an application after the deadline.

### HOW TO APPLY

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Applying to a UW graduate certificate is an online process. You will complete, upload, and submit all components of your application via the UW Graduate School website: <https://grad.uw.edu/admissions/apply-now/>

The UW Graduate School will charge all graduate certificate applicants an \$85.00 application fee.

During the application process, you must complete PDF forms and upload them to your online application. We **highly** recommend that you save a copy of each PDF document for your own records. You cannot access these once you have submitted your online application.

**We will not review incomplete applications.**

## START YOUR APPLICATION

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Choose the appropriate application process for your situation as described below.

### BACHELORS- OR GRADUATE-PREPARED DOMESTIC APPLICANTS APPLYING TO THE CERTIFICATE AS A STAND-ALONE PROGRAM

Create your applicant profile at <https://grad.uw.edu/admissions/apply-now/>.

Question 1: Select "Graduate Non-Matriculated" for your application type.

Question 2: **Select M of Nursing – Seattle Campus** for your graduate program.

Question 3: Select "Fall 2021" to indicate the quarter and year you wish to enter.

Questions 4: Select **Graduate Certificate in Advanced Practice Environmental and Occupational Health** as the area of interest.

Questions 5-9: Answer accordingly.

### POST-BACCALAUREATE/POST-GRADUATE DOMESTIC APPLICANTS & INTERNATIONAL APPLICANTS

Create your applicant profile at <https://grad.uw.edu/admissions/apply-now/>.

**International applicants:** If you apply to this certificate as a stand-alone program, you will complete the program as an online non-residential student. This is a part-time program and ineligible for an F-1 visa.

If you complete the certificate concurrently with another graduate degree, you must maintain full-time enrollment.

Question 1: Select "Graduate" for your application type.

Question 2: **Select Nursing - Grad Cert Prog - Adv Pract Nurs (Environmental and Occupational Hlth)** for your graduate program.

Question 3: Select "Fall 2021" to indicate the quarter and year you wish to enter.

Questions 4: Select either "Master's" or "Doctoral" for

ultimate degree goal (it does not matter which you choose).

Questions 5-13: Answer accordingly.

## CURRENT UW PhD OR DNP STUDENTS

If you are a current UW PhD in Nursing Science or Doctor of Nursing Practice student, please submit:

1. A "Goal Statement" as your letter of intent describing why you are interested in obtaining the Palliative Care Graduate Certificate and how you will use this training to inform or enhance your advanced nursing career, and

An academic recommendation, such as one from a class instructor, academic advisor, or supervisory committee chair, who can speak to your interest in and ability to complete this graduate certificate program to [sonapply@uw.edu](mailto:sonapply@uw.edu). A full application is not required.

## REPORT PRIOR SCHOOLS

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In your online application profile, report ALL post-secondary colleges and universities attended regardless of whether you received a degree.

List schools in chronological order, entering the **most recent first** and the **earliest last**.

## SUBMIT TRANSCRIPTS

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Upload an official transcript for **each** post-secondary college and university you have attended whether or not you earned a degree there. Current and former University of Washington students must include a UW transcript.

Although we accept unofficial transcripts, **we recommend official transcripts** as they are easier to evaluate and process. It is **your responsibility** to upload a legible transcript for each school you list and ensure that you can open the scanned file after you upload it to your application.

If you accept an offer of admission to a graduate certificate program, the Graduate School will ask you to send an official transcript showing completion of a previous degree (the Graduate School will tell you from which school the official transcript should come). See: <https://grad.uw.edu/admissions/understanding-the-application-process/general-admissions-faqs/>

## ENGLISH PROFICIENCY SCORES FOR NON-NATIVE ENGLISH SPEAKERS AND INTERNATIONAL APPLICANTS

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**This requirement applies to international applicants and current UW graduate students applying for concurrent enrollment only.**

All non-native speakers of English, regardless of citizenship, must show proof of English language proficiency as established by the UW School of Nursing.

Applicants can waive the English proficiency requirements **only** if they:

- have received a bachelor's, master's, or doctoral degree from a regionally accredited institution in the U.S. or an institution in an approved country, OR
- can provide official documentation from the institution verifying the applicant's **undergraduate degree** is from an institution where all instruction was in English

We require minimum spoken English test scores to ensure a student's success.

**If you do not have a minimum test score in each category, you are not eligible to apply to a graduate certificate that has clinical components.**

Self-report your scores in your online application and request to send official English proficiency scores to the **University of Washington** (UW Institution Code: 4854).

## RESUME

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Include your full name, address, phone number, and email address on the first page of the resume and put your name at the top of any additional pages. The resume should be no more than four pages and saved as a PDF to upload to your online application.

Submit a resume describing life experiences, including professional, volunteer, and community activities. Include any leadership roles, professional activities, consultation work, research, teaching experiences (formal and informal), special achievements, and experiences working with underserved populations. List membership in organizations, including professional ones.

Are you conversant in more than one language (bilingual, multi-lingual)? Have you had any international experiences either before starting your professional

career or as a professional? Identify dates and positions, including a brief description of responsibilities.

Keep these points in mind:

- We are interested in knowing about a broad spectrum of relevant experience, both formal and informal.
- The Admissions Committee is particularly interested in examples of leadership, teaching (formal and informal), community service and volunteer work, special projects or consultations, and research involvement at any level.
- The Admissions Committee looks for evidence of independent decision-making skills and responsibilities.
- Explain any breaks in employment or education.
- Do not only list position titles; be specific about the responsibilities involved in experiences.

Tips for presenting a strong resume:

- Proofread for errors, including your phone number and email address. Ask someone else to proofread as well; sometimes they will catch mistakes you miss.
- Include dates of employment/activity for each position on your resume.
- Use easy-to-read fonts (e.g., Arial, Calibri); we recommend a font size of 12-point.

## GOAL STATEMENT

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Write a goal statement about the following:

1. Why you are interested in the Advanced Practice Environmental and Occupational Health graduate certificate program, and
2. How you will use this training to inform or enhance your professional career for your respective field or discipline

Compose and save your goal statement as PDF, Word, or RTF documents. **Address each prompt separately.** Upload this saved document to your online application.

Your response should one double-spaced page, using 11-point Arial or Calibri font with 1" margins.

**Your responses should be solely your work without any outside help**, including editors, writing coaches, friends, or family. "Outside help" includes editing or suggested content changes made by someone other than yourself. You may ask someone to proofread for spelling or grammar errors.

## OPTIONAL STATEMENT

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If you feel that your transcripts, resume, or admissions questions do not accurately reflect your abilities and preparedness for study in the graduate certificate, or if you have any breaks in education or employment, you have the option of explaining why in an optional statement.

## LETTERS OF RECOMMENDATION

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**GNM (M of Nursing) Applicants:** You **MUST** contact your recommenders ahead of time to tell them the certificate program you are applying to. This ensures they respond to the correct set of questions.

Designate your recommenders online. They will receive an email requesting that they complete an online form. **If your recommenders do not use email**, contact Student and Academic Services in the UW School of Nursing as soon as possible: 206.543.8736, [asknursing@uw.edu](mailto:asknursing@uw.edu).

You must have **two** letters of recommendation. Choose from the options below:

1. **Professional** recommendation from a current supervisor at work
2. **Academic** recommendation, such as one from a class instructor, academic adviser, or supervisory committee chair
3. **Professional** recommendation from a co-worker or previous work supervisor

Guidelines:

1. You should have had contact with your recommenders within the past five years
2. They should be able to speak to your interest in and ability to complete this graduate certificate program.
3. Only two letters of recommendation are accepted; we will not consider additional letters.
4. Family members or friends are NOT eligible to write letters of recommendation.

**You will want to brief your recommenders ahead of time to discuss the questions to which they will respond.**

We ask each recommender to give their impression of your:

1. Your interest in environmental and occupational health issues
2. Ability as a scholar

3. Integrity, attitude towards learning, and ability
4. Potential for integrating environmental and occupational health in your professional career

## CREDENTIAL/TRANSCRIPT EVALUATIONS

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If you attended a college or university outside of the U.S., upload an officially translated transcript to your application.

You must also upload a detailed **credential/transcript evaluation** for each non-U.S. post-secondary institution attended, which shows both U.S. credential equivalency and equivalent credits and grades for each course. You will upload these into the **Credential/Transcript Evaluation** section of your online application.

For approved credential/transcript evaluation services, visit the international applicants page of the graduate certificate you are applying to:

<https://nursing.uw.edu/programs/>

## SUBMIT YOUR APPLICATION

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Once you have completed each section, you will pay the application fee to the UW Graduate School and formally submit your application.

You can check your application status at any time via MyGrad.