



APPLICATION FOR GRADUATE CERTIFICATE PROGRAM

To be returned to appropriate office (see below) with \$15.00 non-refundable application fee.

SECTION I. Please indicate the graduate certificate program to which you are applying:

College of Arts and Sciences

- Acting Techniques of Michael Chekhov
- Composing Together (music)
- Statistics

College of Nursing and Health Professions

- Nursing Education

College of Education and Human Development

- Applied Behavior Analysis (Post-Master's)
- Assistant Principal
- Athletic Administrator
- Culturally Responsive Practices
- Early Language and Literacy

- Literacy
- Mental Health Rehabilitation Technician (MHRT)/Community
- Middle Level Education

Edmund S. Muskie School of Public Service

- Applied Research and Evaluation Methods
- Child and Family Policy and Management
- Community Planning and Development
- Health Policy and Management

- Nonprofit Management
- Public Health
- Performance Management and Measurement
- Practice Management

SECTION II. Your application will be reviewed when the following materials have been received:

- Completed application form
- Nonrefundable processing fee of \$15.00, payable to USM
- Official Transcripts or copies of official transcripts from all colleges and universities from which you received a degree
- Current Resume
- Personal Statement

ADDITIONAL MATERIALS FOR SPECIFIC CERTIFICATE PROGRAMS

Applied Behavior Analysis certificate applications have a once a year deadline of December 15.

Assistant Principal and Athletic Administration certificate applicants must submit evidence of three (3) years of teaching.

Submit All Materials To:

Applications to all graduate certificate programs housed in College of Education and Human Development, School of Music, and Theatre Department:

University of Southern Maine
Office of Graduate Admissions
134 School Street
Gorham, Maine 04038-1088

Applications to all other graduate certificate programs:

University of Southern Maine
Office of Graduate Admissions
P.O. Box 9300
Portland, Maine 04104-9300

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SECTION III. Please Print Clearly or Type

1. Name _____
(Dr., Mr., Miss, Ms., Mrs.) Last First Middle Initial

2. Other names under which University records may be filed _____

3. Present Mailing Address _____
Street City State Zip

4. Permanent Address(if different) _____
Street City State Zip

5. Home or Cell Phone _____ 6. Business Phone _____

6. E-mail address _____

7. Social Security Number _____ - _____ - _____ 8. Gender (optional): female [] male []

9. Semester and year you expect to begin coursework: Please indicate year:
Fall _____ Spring _____ Summer _____

10. When do you anticipate completion of your certificate? _____

11. Please list all colleges and universities from which you received a degree (baccalaureate or higher), include dates attended, and degree(s) awarded by each. (Please submit an official transcript or copies of your official transcript from each college and university.)

12. Please submit an up-to-date resume, including all employment within the last five years, with this application.

13. Please submit a typed personal statement indicating your career goals or other reasons for pursuing the certificate program. Any previous voluntary or professional activities, coursework, or other experiences that influenced your decision should be described.

NOTE: Acceptance to any of the certificate programs in the University of Southern Maine *does not constitute acceptance* into any of USM's graduate degree programs. Should you wish to enroll into a graduate degree program, you must submit a separate application. Please contact the Office of Graduate Admissions for application materials or go to <http://www.usm.maine.edu/grad/>.

By my signature, I certify that, to the best of my knowledge and belief, the information provided in this application is correct and complete and I agree to provide substantiation or documentation if requested by the University.

Signature _____ **Date** _____

The University of Southern Maine shall not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the campus compliance officer, 7 College Avenue, 780-5094, TTY, 780-5646.