



UNIVERSITY OF  
**SOUTHERN MAINE**

## **APPLICATION FOR GRADUATE CERTIFICATE PROGRAM**

*To be returned to USM's Graduate Admissions 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
- Performance Management and Measurement
- Practice Management
- Public Health

#### **Lewiston-Auburn College**

- Leadership Studies
- Creative Leadership and Global Strategy

### **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**

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

### **Submit All Materials (In Duplicate) To:**

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

# APPLICATION FOR CERTIFICATE PROGRAM

## 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. Citizen of \_\_\_\_\_ If U.S. Citizen, legal resident of \_\_\_\_\_  
COUNTRY STATE
6. Home or Cell Phone \_\_\_\_\_ 7. Business Phone \_\_\_\_\_
8. E-mail address \_\_\_\_\_
9. Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 10. Gender (optional): female [ ] male [ ]
11. Semester and year you expect to begin coursework (please indicate year):  
Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_
12. When do you anticipate completion of your certificate? \_\_\_\_\_
13. 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.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Please submit an up-to-date resume, including all employment within the last five years, with this application.
15. 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** \_\_\_\_\_