WASHBURN UNIVERSITY  
SCHOOL OF APPLIED STUDIES  
POST GRADUATE CERTIFICATE IN HEALTH CARE EDUCATION  

APPLICATION  
Date: ____________________

Name: ____________________  
Last       First       Maiden (if applicable)

Washburn Identification Number: W ____________________________________________

Preferred Mailing Address: ________________________________________________  
Street  
City – State – Zip Code

Permanent Mailing Address: ________________________________________________  
Street  
City – State – Zip Code

Telephone: (____________) ________________________________________________

Email: ____________________  
(An email address other than your Washburn email address.)

PLEASE INCLUDE THE FOLLOWING ALONG WITH THIS APPLICATION:  

1)  Apply to Washburn University  
2)  Copy of transcripts – Masters and/or Doctoral level only need be included with this application. All transcripts are required for university admission.  
3)  DNP students should provide certification of current acceptance in the DNP program.  
   *This may be sent as an e-mail from current academic advisor acknowledging acceptance in (and/or good standing in) the DNP program.

SUBMIT COMPLETED APPLICATION TO:  

Washburn University  
Allied Health Department MHS Program  
1700 SW College Ave Topeka, KS 66621

S:\AlliedHealth\Applications\2015-2016
ADMISSION REQUIREMENTS

Candidates for admission to the Post-Graduate Certificate in Health Care Education, must have completed a masters and/or doctorate degree and have two years professional work experience in a health care environment. Such professional experience would include, but is not limited to, health care administration, health information technology, occupational therapy assistants, respiratory therapist, physical therapist assistants, radiologic technologist, dental hygienist, and other health care specialists. Doctorate of Nursing Practice (DNP) students may apply for admission as part of their DNP coursework.

GENERAL REQUIREMENTS FOR ADMISSION:

1. New Students: Complete and submit Graduate Admission application to the Allied Health Department.
2. Submit all official transcripts of undergraduate and graduate course work to both the Registrar's Office and the Washburn University Allied Health Department.
3. Applicants must submit a resume detailing their education and professional growth.
4. It is the responsibility of the applicant to be familiar with the Microsoft Office productivity software, including Word, Excel, and PowerPoint.

LIFE EXPERIENCE

Under no circumstances will academic credit be awarded for life experiences.

CERTIFICATE REQUIREMENTS

1. To complete the program, students are required to have at least a 3.0 grade point average in all three graded courses. A student receiving a "C" may retake the course, but only one time.
2. The completion of 9 hours of course work
3. NOTE: DNP students will be eligible to receive the certificate at the completion of their DNP program.

PROBATION AND DISMISSAL:

Students are placed on probation whenever the grade-point average falls below 3.0, or whenever a grade of "C" or below is earned. Students on probation must work with the MHS advisor to develop a plan of study to be restored to good standing the next semester. Students who continue on probationary status more than one semester will be dismissed from the program. Students receiving three (3) grades of "C" will be dismissed and not be eligible for the certificate.
POST-GRADUATE CERTIFICATE
IN HEALTH CARE EDUCATION (9 HOURS)

AUDIT SHEET

Student Name: __________________________________          WIN# ____________________________
Address: ______________________________________________
Non-Washburn e-mail:_____________________________________

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credit hours</td>
<td>AL 600 Foundations of Health Care Education</td>
</tr>
<tr>
<td>3 credit hours</td>
<td>AL 624 Assessment of Health Care Education</td>
</tr>
<tr>
<td>3 credit hours</td>
<td>AL 722 Curriculum and Instruction in Health Care Education</td>
</tr>
</tbody>
</table>

All courses must be completed with a grade of “B” or better.
APPROVAL OF SCHEDULE:

The Post Graduate Certificate in Health Care Education program at Washburn University is a non-traditionally scheduled program. As such, the classes in the sequence are taught in 8 week increments, sequentially, with a week off in the fall and spring semester.

By scheduling in 8 week increments, the traditional college schedule of fall and spring break may be incorporated into the course schedule. However, classes will always have at minimum one week between scheduled start and end times.

PROGRAM CURRICULUM: (9 HOURS) ANTICIPATED SCHEDULE

AL 600 - Foundations of Health Care Education (3) August Start
AL 624 - Assessment in Health Care Education (3) October Start
AL 720 – Curriculum and Instruction Methods in Health Care (3) March Start

Please sign, date and return the following:

I have read the course scheduling document and understand the scheduling may not strictly follow the university calendar. By signing this document, I agree with the scheduling of the program.

Name: ____________________________ Date: ____________________________
(type or print name)

Signature: ____________________________

For MHS Program Director:

Date Received: