

Application Process for Graduate Certificate in Children's Mental Health

Below are basic guidelines for enrolling in the Graduate Certificate in Children's Mental Health. It is anticipated that this program will benefit professionals who have obtained degrees in the human services field who need additional training/instruction and students who want specialized training in children's mental health with an emphasis in Systems of Care. For additional information on the Graduate Certificate in Children's Mental Health, please contact Carol MacKinnon-Lewis at 813-974-2075 (CMacKinnon@fmhi.usf.edu) or Rohan Jeremiah at 813-974-3241 (rjeremiah@fmhi.usf.edu).

Students may choose to enroll in courses that are offered through the Certificate Program whether or not they are interested in obtaining the Graduate Certificate in Children's Mental Health. However, students are strongly encouraged to apply for admission to the Graduate Certificate Program if they have any interest in obtaining the Certificate at a later date. The application for admission to the Certificate Program must be submitted before one-half of the course work is completed. Applying in advance will ensure that all required courses that have been completed will apply to the Certificate.

HOW TO APPLY

Students interested in the Graduate Certificate in Children's Mental Health

To begin the application process:

- Visit: <http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XCH> for an overview of the certificate program, additional admission requirements, and application information.
- If you are a new applicant or have not taken a course at USF in the last 12 months, you may apply on-line: www.outreach.usf.edu/gradcerts/admissions.asp. This link will allow you to submit your \$30 application fee using a credit card or e-checking account. Please contact the Office of Graduate Certificates at (813) 974-2442, if you have any questions.
- The application includes the Departmental Approval Form, Enrollment Form, Florida Residency Classification Form, and the Medical History/Immunization Form (The Medical History section must be completed; however, the applicant should state on the Immunization Form that all courses are delivered in an on-line format). If you have already enrolled at USF, follow the link to complete the Departmental Approval Form. In addition, to the application and departmental approval forms, applicants are required to submit:
 - Official transcripts showing the student has achieved the prerequisite degree or graduate student standing
 - Resume
 - A 250-word letter of interest stating why the student wishes to pursue this certificate program.

Certificate applications take approximately two weeks to process.

Admission Requirements:

Applicants must have a bachelor's degree from a regionally accredited institution in a field related to human services or be currently enrolled in a graduate degree program in a related field in a regionally accredited institution.

- Standardized Tests: A standardized test is not required.
- Transfer credit: Previously completed courses may be considered with departmental approval. Up to 3 credit hours can be transferred based on departmental approval.

Financial aid:

Non-degree seeking students are not eligible for financial aid. Please contact the Financial Aid Office at 813-974-4700 for exceptions and the names of private lenders.

Tuition and fees:

Fees parallel that of standard graduate-level courses. Please visit <http://usfweb.usf.edu/controller/cashaccounting/tuition>, for more information.

Time limit for completion of certificate: 2-3 years

PLEASE SEND TWO SETS OF APPLICATION MATERIALS.

Send one set of application materials to:

University of South Florida
Office of Graduate Certificates
4202 E. Flower Ave., SVC 1072
Tampa, FL 33620-7940
Phone: 813-974-2442
Fax: 813-974-7061
e-mail: gradcerts@admin.usf.edu

Send a second set of application materials by mail or fax to:

Carol MacKinnon-Lewis, Ph.D.
Department of Child and Family Studies
Louis de la Parte Florida Mental Health Institute
University of South Florida
13301 Bruce B. Downs Blvd., MHC 2328
Tampa, FL 33612
Phone: 813-974-2075
Fax: 813-974-6257 (attention: Carol MacKinnon-Lewis)
e-mail: cmackinnon@fmhi.usf.edu