|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name: |  |  | Start Qtr/Yr: |  |
| Faculty Advisor Name: |  |  | Capstone Mentor Name: |  |
| ERC WH Trainee |  | Yes No | Enrolled in a UW Grad Program | Yes No |

**This checklist is to help students enrolled in APEOH Graduate Certificate Program monitor their progress in meeting the program requirements. The checklist should be updated quarterly to reflect the latest status of the students’ coursework and progress and be used for the quarterly advising meeting with their faculty advisor.**

All students are expected to schedule quarterly meetings with their advisor. The meeting should be completed towards the end of each quarter. Students are expected to email their advisor at least 2 weeks in advance to set up a time for advising and provide an updated APEOH program checklist.

|  |
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| A minimum of **15** credits are required for completion, and **nine** of which must be earned in courses numbered 500 and above. **Nine** credits must be graded. **Coursework counted toward the APEOH graduate certificate must be relevant to meeting the APEOH program goals.** There are no restrictions on credit sharing between a graduate certificate and a graduate degree program. No credit sharing is allowed between multiple graduate certificates.  Successful completion of a Graduate Certificate Program requires a minimum cumulative GPA of 3.0 for courses required for the Certificate and a grade of 2.7 or higher for each course counted toward the certificate. |

ERC Work and Health (WH) Grad Certificate Trainees: Courses with an asterisk (\*) in the [Sample Courses document](https://nursing.uw.edu/wp-content/uploads/2022/09/APEOH-Certificate-Courses.pdf) are in the curriculum that was approved by the National Institute for Occupational Safety and Health (NIOSH), and courses with two asterisks are required for the trainees.

**Core Course Requirements:** Take at least one course from the list in the Sample Courses document for each of the following two categories; and a minimum of 6 credits between the two

Nursing Science

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Number | Name | Credit # | Plan to Take (Qtr/Yr) | Completed (Qtr/Yr) |
|  |  |  |  |  |

Public Health Science

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Number | Name | Credit # | Plan to Take (Qtr/Yr) | Completed (Qtr/Yr) |
|  |  |  |  |  |

**Elective Course Requirements:** Take a minimum of 2 courses and a minimum of 6 credits; select from the list in the Sample Courses document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Number | Name | Credit # | Plan to Take (Qtr/Yr) | Completed (Qtr/Yr) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Capstone Experience:** Three or more credits of NCLIN 599 for mentored clinical experience or NMETH 600 for mentored research

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Number | Name | Credit # | Plan to Take (Qtr/Yr) | Completed (Qtr/Yr) |
|  |  |  |  |  |

Students can use this grid to plot the course plan by quarter.

1. Use the [Sample Course document](https://nursing.uw.edu/wp-content/uploads/2022/09/APEOH-Certificate-Courses.pdf) to identify courses you plan to take (which you have done for the grid on the first page).
2. Use the UW Time Schedule to find about when the course is offered. Course schedule may change from year to year. You could use the archived time schedules to get an idea when the course was offered in the last academic and use that information to help you plan. You could also contact the school or department to find out when they plan to offer for the current academic year.
3. Summer is optional.
4. A *Capstone* project is either a supervised research or clinical experience where you can integrate didactic coursework and practice. You will choose you capstone focus depending on the interest that motivates your pursuit of the certificate. Capstone requirement usually occur toward the end of your certificate program.

When you are planning your course, keep the Graduate School rules in mind:

* If you are concurrently enrolled in a graduate degree program at UW and maintaining your student status, you could skip quarters when you are unable to register for any courses for your APEOH certificate program.
* If you are solely a graduate certificate student, you must register every quarter, except summer, in order to maintain your student status.

|  |  |  |  |
| --- | --- | --- | --- |
| Fall, Year \_\_\_\_\_\_\_\_\_\_ | Winter, Year \_\_\_\_\_\_\_\_\_ | Spring, Year \_\_\_\_\_\_\_\_\_ | Summer, Year \_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| Fall, Year \_\_\_\_\_\_\_\_\_\_\_ | Winter, Year \_\_\_\_\_\_\_\_\_ | Spring, Year \_\_\_\_\_\_\_\_\_ | Summer, Year \_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| Fall, Year \_\_\_\_\_\_\_\_\_\_\_ | Winter, Year \_\_\_\_\_\_\_\_\_ | Spring, Year \_\_\_\_\_\_\_\_\_ | Summer, Year \_\_\_\_\_\_\_\_\_ |
|  |  |  |  |

**Other funding related requirements for ERC WH Grad Certificate Trainees:**

|  |
| --- |
| *Complete the Responsible Conduct of Research (RCR) training* (Mark one mechanism lower):   * Attend the Center’s RCR training on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates) * Use home degree program’s RCR training as substitution with approval from Dr. Tsai (Program Director): \_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |
| *Attend all of the Center’s interdisciplinary activities*. List activities attend and dates in the space below: |