I. PROGRAM DESCRIPTION: The Graduate Certificate in Medical & Health Professions Education (GCMHPE) is a fifteen-credit certificate program that will prepare individuals for education roles in academic medical centers. The certificate is designed for enrollment by medical students, graduate students in education, faculty, current practitioners, and graduate medical education trainees.

Students will be prepared to apply the theories of adult learning and the psychology of learning to students across the medical education continuum. Specific skills to be acquired will be curriculum design, design of effective learning environments, effective instructional practices, self-regulated learning, learner assessment, program evaluation, effective leadership in various educational settings, and dissemination of educational scholarship. The GCMHPE will enhance skills in medical students, resident physicians, and faculty for roles in medical education and will enhance the general education skills of GSE students with expertise in medical education.

The program is a hybrid model with a one-week intensive, on-site course; three online courses; and one year-long mentored project including observation in the medical education arena and the creation of a scholarly product, both tailored to the unique learner.

II. APPLICATION DEADLINES: No applications can be admitted less than two weeks before the beginning of the semester in which the program would be started. Applications must submitted and complete at least two weeks before the beginning of the semester.

III. APPLICATION REQUIREMENTS: To be considered for admission to the program, applicants must provide all of the following:
1. Personal statement describing how the program will further your educational goals.
2. Undergraduate and graduate transcripts. Applicants must hold a bachelor’s degree or higher from a regionally accredited college or university. Applicants are not usually admitted with a GPA less than 3.00 in their most recent degree.

Only complete applications will be reviewed.

IV. HOW TO APPLY:
1. Current GSE Students: All applicants who are currently enrolled in a GSE program and wish to begin the endorsement program while continuing their current program should contact the GSE Office of Student and Academic Services (OSAS) at academic.services@gse.rutgers.edu.

2. Non-GSE Students: Applicants who are not current GSE students apply online at the Graduate Admissions website: http://grad.rutgers.edu/
   a. Click on “Apply Now” and follow the instructions given.
   b. Choose "Non-Degree Application", for Application Type.
   c. For Program Name choose "Professional Credit Programs" from the drop down menu. (Scroll down past all the Education programs.)
   d. Scroll down; across from “Education: Medical and Health Professions Education Certificate 15000MH”, click the link for the semester you want to apply for.
   e. Select “No” for Full-Time Study.
   f. Complete the application by providing the requested information.
   g. Supporting materials must be submitted online or mailed to the Graduate Admissions office at Office of Graduate and Professional Admissions (New Brunswick), Rutgers, The State University of New Jersey, 56 College Avenue, New Brunswick, NJ 08901-8530.
h. Enter payment information for the non-refundable application fee.

i. Submit your application and authorize payment for the non-refundable application fee.

Applicants are responsible for reviewing and confirming that they meet program requirements before the application is submitted. Rutgers Graduate School of Education WILL NOT refund the application fee if an applicant is not accepted.

When the entire application process is complete, students simply register for the courses in the program as described on the program handouts and on the GSE website gse.rutgers.edu. It is the responsibility of the student to enroll in all of the required courses through Rutgers University. **No program requirements may be met at any other institution.** Students are expected to maintain a “B” or better average as a non-degree student in the Special Education Endorsement Program. Accepted students will have 5 years to complete the program.

After completing all of the required courses in the program, students should contact the Office of Academic Services at the GSE. Students will receive official documentation of their completion, endorsed by the Rutgers University Graduate School of Education.

V. **PROFESSIONAL EDUCATION REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Graduate Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>15:295:502</td>
<td>Cognition and Memory</td>
<td>3</td>
</tr>
<tr>
<td>15:296:501</td>
<td>Foundations in Medical and Health Professions Education*</td>
<td>3</td>
</tr>
<tr>
<td>15:296:580</td>
<td>Psychology of Learning</td>
<td>3</td>
</tr>
<tr>
<td>15:296:590</td>
<td>Adult Learning, Communication, Instruction, and Assessment in Diverse Communities</td>
<td>3</td>
</tr>
<tr>
<td>15:296:609</td>
<td>Capstone for the Graduate Certificate in Medical and Health Professions Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

* One week summer intensive course.

The first four courses in the program (295:502, 296:501, 580, 590) may be taken without being admitted to the program. The prerequisites for the capstone course are admittance to the certificate program and completion of at least three of the other four courses (502, 501, 580, 590).

VI. **COMPREHENSIVE EXAMINATION:** No comprehensive examination is required.

VII. **PROGRAM FACULTY:**

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