

Mindfulness in the Helping Professions Certificate Program

Instructions for Certificate Application Process

Application Deadline

March 15, 2015

Complete applications must be received by the deadline indicated above. We suggest that you begin the process early and follow-up with individuals/institutions who must submit supporting documentation. **Applications received after the deadlines will not be considered.**

Preparing Your Application

1. Begin the application process by going to the GSU Website, <https://applynow.govst.edu/datatel.erecruiting.web.external/Pages/welcome.aspx>
2. Complete the application online and pay the required \$50 Application Fee.
3. You must provide evidence of a graduate degree. Request official copies of your transcripts from the graduate programs or institutions you have attended.
4. Certificate applicants must have a minimum cumulative GPA of 3.00 on graduate coursework.

All official transcripts must be sent to:

**Governors State University
Admissions Processing
1 University Parkway
University Park, IL 60484**

PLEASE NOTE: Your Certificate Program Application and Fee should be submitted immediately. The Certificate Program Application and Fee begins your admission application file. We cannot begin to process your application until these materials are submitted. Following this submission, request and send your official transcripts.

The following materials must be completed and submitted electronically:

1. Go to the Mindfulness in the Helping Professions Certificate website at http://www.govst.edu/Academics/Colleges_and_Programs/College_of_Health_and_Human_Services/Department_of_Social_Work/Mindfulness_in_the_Helping_Professions_Certificate/ where you will find the application forms.

These include the Application for Admission forms with Essay Questions, the Employment form, and the Letter of Recommendation Forms. These are fillable PDF files. You **should submit the forms electronically**, to mzell@govst.edu by **March 15, 2015**.

2. **About the Letters of Recommendation:** The forms with attached letters should be submitted to you in sealed envelopes with the signature of the person providing the recommendation on the outside flap of the envelop. One of these letters should come from a human service professional who can evaluate your capabilities as a clinician and who can assess your personal and professional characteristics as they relate to the incorporation of mindfulness to your psychotherapy practice. Recommendations from fellow applicants or students, personal friends, or family members are not acceptable. **Each Letter of Recommendation Form must also have a written letter attached assessing qualities and characteristics requested on the form.** Applications should communicate instructions to persons submitting letters of recommendation to help assure that the letters and forms comply with instructions.

The two sealed and signed letters of recommendation should be mailed or hand-delivered (Room G114) to the College of Health and Human Services/College of Education – Mindfulness in the Helping Professions Certificate Program by March 15, 2015:

**Governors State University
Mindfulness in the Helping Professions Certificate Program (Room G114)
College of Health and Human Services/College of Education
University Park, IL 60484-0975**

Please read instructions carefully and make sure all procedures are followed. If you need additional information or clarification, please call 708-235-2235

Thank your for your interest in the Governors State University Mindfulness in the Helping Professions Certificate Program