

**Application Procedure for Certificate Programs**  
**(Expressive Arts Therapy Certificate & Addictions Certificate)**

- 1) Fill out the “Change/Add Major, Add/Delete Certificate Request” form from the graduate school website: [http://www.graduate.appstate.edu/forms\\_graduate/program-forms/changeprogram.pdf](http://www.graduate.appstate.edu/forms_graduate/program-forms/changeprogram.pdf)
- 2) The graduate school will notify the coordinator of the certificate program of the application, which will then be reviewed by a committee.
- 3) The applicant will receive an email notifying him/her of the committee’s decision. Please allow up to a month for notification of the decision. Please note: **No decisions are made from April to August**, as there are no committee meetings.
- 4) Once accepted into the certification program please meet with your advisor to review the program of study on DegreeWorks.
- 5) Once you have completed all the necessary coursework for the certificate, fill out a “CERTIFICATE Completion Form” from the graduate school website: [http://www.graduate.appstate.edu/forms\\_graduate/program-forms/cert\\_completion.pdf](http://www.graduate.appstate.edu/forms_graduate/program-forms/cert_completion.pdf)
- 6) The graduate school will send you a letter regarding your completion. You will need to respond to this and pay a fee to receive your certificate.