

PRIVATE COURSE - APPLICATION CHECKLIST

- Register for Tobacco Treatment Specialist Certification training online. Select date of training and click on link.
- Service Hours form - online. You will need to document the total service hours you have acquired along with a brief description of your service hours experience. These hours must reflect time spent providing one-on-one or group treatment for tobacco dependence (direct patient care). Forms without accompanying justification will not be accepted. Please indicate “0” hours on your form if you do not have any service hours experience to claim. Please remember you must sign the Service Hours form which also requires a supervising signature to verify your total hours claimed. Please read your acceptance letter for details regarding whom to submit your completed and signed Service Hours form to.
- Request official academic transcript sent directly to us from the academic institution where you received your highest academic degree. Translate to English if non-English transcript.

Return application materials to:

Mayo Clinic Nicotine Education Program
Colonial Building 3-10
200 First Street SW
Rochester, MN 55905

Summary:

- In order to receive your Tobacco Treatment Specialist Certificate, upon taking the training and passing both exams, all application materials must be received. This includes the Service Hours form and your official transcripts.

** Early registration is encouraged, as enrollment is limited. It is the applicant’s responsibility to make sure all required materials are submitted on time. The applicant will receive an email confirmation (Acceptance Letter) once they are registered for the course. Upon enrollment in the course, you will be able to download all course information online. Information on how to download this information will be provided in your Acceptance Letter. If you have questions please contact Susan (Susie) Bennett at 507-266-1093 or bennett.susan@mayo.edu