

## APPLICATION CHECKLIST

- Register for Tobacco Treatment Specialist Certification training online. Select date of training and click on link.
- Registration fee must be paid in full by credit card (online); or you may send a check payable to: Mayo Foundation Nicotine Education Program.

*\*\*Please be aware that if you are planning to pay by check, you are not considered officially enrolled into the program until payment has been received. You may contact the Nicotine Education program (507-266-1093 or 800-344-5984) to confirm that check payment was received and you are officially enrolled in the training.*

- Fax or mail in the Service Hours form – fillable form online (please be sure to include a brief description of your service hours experience). Print form and either send via mail or fax (507-255-0652). Please remember you must sign the form and also acquire a supervising signature to verify your experience.
- Request official academic transcript(s) to be sent directly to us from the academic institution where the highest academic degree was acquired. Electronic transcripts received by email will also be accepted if received directly from the academic institution. Non-English transcripts must have the name of the individual and their academic degrees translated to English before they will be accepted.

Return application materials to:

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

Summary:

- To reserve a spot for an upcoming course, **registration fee must be paid in full.**  
*\*\*Please be aware that if you are planning to pay by check, you are not considered officially enrolled into the program until payment has been*

*received.*

- In order to receive your certificate, upon taking the training and passing the exams, all application materials must be received. This includes registration fee, 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. Upon enrollment in the course, you will receive an acceptance letter via email. The letter will include instructions on how to access pertinent course information prior to attending the training.