
The Certificate in Public Health Fundamentals & Principles is designed to give students a first look at public health or to enhance their knowledge and understanding of the field. Since coursework is taken primarily online, it is structured to accommodate working professionals.

ADMISSIONS INFORMATION

Q: How do I apply?
A. Admission criteria include:

- Proof of a Bachelor’s degree (official transcript) from academic institution(s) attended*;
- Completion of a college-level pre-calculus course;
- Letter of intent describing your background and reasons for pursuing the certificate;
- Completed application and payment of fee;
- Current resume;
- Evidence of proficiency in English (International applicants ONLY)

*must have an official English translation if the original is not in English

Q: What are the application deadlines?
A: The deadlines to apply each semester are:

*July 1 (Fall Admission)  *November 1 (Spring Admission)  *April 1 (Summer Admission)

Since these are “soft” deadlines, applications may be accepted past the deadline dates, based on space in courses.

Q: Do I need to take the GREs?
A. GRE scores and letters of recommendation are NOT required for the certificate program. However, GREs are required for admission into the MPH or MS program if students decide to apply once they complete the certificate. If a certificate student maintains a GPA of 3.0 or above during their coursework with a minimum of 3 courses with a B or above, students may request a waiver of the GRE requirement for entry into the MPH program. The Admissions Committee reserves the right to require the GRE scores on a case-by-case basis. GREs are NOT waived for the MS.

Q: Can International students apply?
A: Yes, international students can apply to the certificate program.

Q: Do I need to have previous public health experience to be accepted into the program?
A: No, previous public health experience is not required. Although many students in the program may be working in public health settings, the program is designed to introduce students to different aspects of public health.

Q: What does the program cost?
A: Tuition varies for in-state and out-of-state graduate students. Generally students enrolled in this program take 3 or 6 credits each semester (1-2 courses). More information about the current University at Albany tuition and fees can be found on the Student Financial Center homepage (http://www.albany.edu/studentservices/).

Q: If I apply and do not get accepted, can I reapply?
A: Yes! However, you will be required to submit an application through the University at Albany Graduate Admissions office each time you apply, with applicable fees.
COMPLETING THE PROGRAM

Q: How long does it take to complete the program?
A: That depends. The program is structured so that students can typically finish coursework in 18 months, since it is designed to be completed on a part-time basis. Because of the workload involved in completing an online coursework and due to capacity limits in online courses, it is recommended that students take no more than 2 courses (6 credits) each semester. The six core courses for the program must be completed within 4 years.

Q: How many credits do I need to complete the program?
A: The program of study includes six (6) Master of Public Health (MPH) core courses, totaling 18 graduate credits:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHS 590</td>
<td>Introduction to Environmental Health</td>
<td>3 credits</td>
</tr>
<tr>
<td>EPI 500</td>
<td>Basic Principles and Methods of Epidemiology</td>
<td>3 credits</td>
</tr>
<tr>
<td>EPI 503</td>
<td>Principles of Public Health</td>
<td>3 credits</td>
</tr>
<tr>
<td>EPI 551</td>
<td>Basic Principles of Statistical Interference</td>
<td>3 credits</td>
</tr>
<tr>
<td>HPM 525</td>
<td>Social and Behavioral Aspects of Public Health</td>
<td>3 credits</td>
</tr>
<tr>
<td>HPM 500</td>
<td>Health Care Organization, Delivery &amp; Financing</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Descriptions of the courses offered can be found at http://www.albany.edu/sph/phfcourses.php

Q: Can I transfer credits from an outside institution?
A: Students who have taken coursework at an outside institution may transfer one course (3 credits) into the program and must complete a Request for Transfer of Credit to a Master’s Degree or Graduate Certificate Program form. The course must be considered equivalent to the course offered at the University at Albany School of Public Health and will be evaluated on a case-by-case basis by the SPH course instructor.

Q: What does “online” mean? Will I be expected to travel?
A: The program is designed to allow you to complete your coursework in the convenience of your own home, office or workspace. You will not need to travel.

Our online coursework is in an asynchronous learning environment, using a tool called Blackboard. Communication is commonly facilitated through e-mail and discussion boards. It supports the relationship between students and instructors even when participants cannot be online at the same time, making it very flexible and accommodating for those juggling work, family, and other commitments. Asynchronous e-learning makes it possible for students to log on to an e-learning environment at any time and download documents or send messages to instructors and fellow students in the course. However, there will be specific dates and deadlines for most course activities.

Q: Can I take the certificate courses both online and on-campus?
A: Although the certificate program is designed for classes to be completed fully online, many students are local and want to take the courses on campus. Certificate students receive priority in registering for the certificate program courses offered online. Full-time matriculated students enrolled in the traditional (on-campus) MPH program are given priority for the in-class courses. If certificate students are interested in taking a course in-class, they are placed on a waiting list and are accommodated only if space is available.

Details on course registration policies can be found at http://www.albany.edu/sph/30480.php

Q: Are the same online courses offered every semester?
A: It is not guaranteed that the same online courses will be offered every semester so students need to plan accordingly for completion of the program. Typically, online courses are offered each fall, spring and summer.
TAKING CLASSES AND REGISTERING FOR COURSES

Q: Should I take the certificate courses in a specific order?
A: Since there is no “sequencing” of courses in the certificate program, you can take the courses in any order. It is recommended that students take EPI 503 (Principles of Public Health) in their first semester of coursework.

Q: How many courses can I take each semester?
A: Because of increased enrollment in online classes and the workload involved with online courses, students generally can register for two courses each semester. The maximum number of courses certificate students can take each semester is three, depending on space availability in the online courses. Students who wish to take three courses must get prior approval from the Faculty Advisor.

Q: Can I take any courses other than those in the certificate program?
A: Students may take a maximum of two additional School of Public Health courses outside of the certificate course requirements in their final semester of the certificate program, depending on space availability in the courses. Students should review the course registration policies to see how registration is handled for courses.

Q: How many hours per week should I expect to spend on each online course?
A: Students should plan to dedicate 15-20 hours per week for each online course.

Q: How many people will be in my online classes?
A: Enrollment in online classes is typically 20-25 students.

Q: How do I register for my courses?
A: Each semester, students will need to login to their MyUAlbany account with their NET ID and PIN to register. Contact the Information Technology Services (ITS) helpdesk at (518) 442-3700 for assistance. Students will also need an Advisor Verification Number (AVN) each semester, and permission numbers for each course. The AVN and permission numbers for the online certificate courses will be issued by the Program Coordinator.

Since students who are full-time matriculated in the MPH programs are given priority for in-class courses, certificate students are placed on a waiting list and are accommodated if space is available. Permission numbers for the in-class courses are distributed by the individual departments.

Q: Do I have an advisor in the certificate program?
A: There is a Program Coordinator to assist you each semester in registering for classes and to answer any general questions. There is also a Faculty Advisor to assist with any academic concerns you may have such as specific course content, determining particular order of courses to take, discussing future career options after completing the certificate program or helping to determine your concentration if you choose to apply to the MPH program. However, since the certificate program is limited to completing the six courses, there is usually minimal advisement.

Q: What materials do I need in the certificate program?
A: Since coursework is completed online, you will need to have an updated computer with access to the internet.

Minimum requirements:

- Operating Systems: Windows 7 or 8 professional, 64-bit version with current patches OR Macintosh OSX with current patches and with Windows 7/8 Pro installed via bootcamp/virtual (Vmware, Virtualbox, etc.);
- **Processor**: Intel 3rd Gen Core i5 or higher;
- **RAM**: 4GB or higher, 8GB recommended;
- **Hard Disk**: at least 50GB of free space;
- **Ethernet**: 10/100/1000;
- **Software**: Acrobat Reader (free), Microsoft Office, OpenOffice (free), or LibraOffice (free) and AntiVirus.
- **Optional**: Wireless 802.11 b/g/n;

Additional Recommendations:

- **DVD-R**: students may need a DVD-R to install software not included with their bundles. Occasionally software is bundled with a textbook.

**Q: How and when do I get my books?**

A: The instructor opens the course on Blackboard generally two weeks before the course starts and will list the course syllabus and books you will need.

**APPLYING TO AN SPH MPH PROGRAM**

**Q: I am currently enrolled in the certificate program. Can I apply to one of the MPH programs?**

A: No, students enrolled in the certificate program are required to complete all six core courses before entering the traditional MPH (on-campus) or online MPH (Public Health Practice) program. Students may apply while in their final semester of the certificate program. Students completing the certificate program in the summer may apply to the MPH program for the fall semester, but a decision may not be made until the certificate courses are completed. Students finishing the certificate in the summer but wishing to enter the program in the fall may be required to take the GREs if they are seeking a decision before the conclusion of the certificate program.

It is strongly recommended that applicants have a B+ or better in the analytical courses (EPI 500 and EPI 551).

**Students who want to concentrate in MPH/Epidemiology need to take both EPI 501 & STA 552 on-campus, which are offered in the FALL ONLY.**

**Q: I have completed the certificate program. Can I apply to one of the MPH programs?**

A: Yes, students who have completed the certificate program can apply to either the traditional MPH (on-campus) or the Online MPH (Public Health Practice) Program. It is strongly recommended that applicants have a B+ or better in the analytical courses (EPI 500 and EPI 551).

**Q: When should I apply to one of the MPH programs?**

A: Certificate students should apply when they are in their final semester of their certificate program coursework. Students need to officially apply through the SPH Admissions process in order to be considered for one of the MPH programs. If you are applying for Spring semester admission, you must consult with the School of Public Health Admissions Office (sphadmissions@albany.edu) to discuss the application process.

**Q: If I’m accepted into an MPH program, can I do an internship? When am I eligible to start?**

A: Students entering an MPH program from the certificate program must wait a semester before completing an internship. (i.e. Students who complete their certificate coursework in the Fall and are accepted into the MPH program for the Spring can start an internship in the Summer). Students interested in the MPH need to discuss the internship process with the Certificate Program Faculty Advisor and the Director of Internships and Career Services.
If you have additional questions about the Certificate program, please contact:

Susan Bernardi-Bain, Program Coordinator
George Education Center, Rm. 118
One University Place, Rensselaer, NY 12144
E-mail: phtertificate@albany.edu
Phone: (518) 408-2341

Wendy Weller, Faculty Advisor
George Education Center, Rm. 167
One University Place, Rensselaer, NY 12144
E-mail: wweller@albany.edu
Phone: (518) 402-0302

If you have additional questions about the School of Public Health Admissions, please contact:

School of Public Health Admissions
George Education Center
One University Place, Rensselaer, NY 12144
E-mail: sphadmissions@albany.edu
Phone: (518) 402-0361

For more information on the School of Public Health, visit www.albany.edu/sph.