



Health Care Compliance Certification Program Admission Requirements and Application

I. Admission Requirements

Applicants for admission to the Hamline University School of Law, Health Law Institute Compliance Certification Program must have earned an undergraduate degree from an accredited institution of higher education, with a cumulative grade point average (GPA) of 3.0 or higher. All applicants must be currently enrolled in a relevant graduate program AND/OR have relevant experience. Applicants with an undergraduate GPA of less than 3.0 will be admitted on a case-by-case basis based on other admission criteria including professional experience, graduate coursework, and a personal interview conducted by the Program Director. Please include an official transcript from all colleges and universities.

II. Courses

Indicate courses for which you will be registering:

- I am a Hamline University student and have registered or will register online
- Introduction to Compliance Policies and Procedures (2 credits)
- Compliance Laws and Regulations (3 credits)
- Compliance Skills: Auditing, Investigating, and Reporting (3 credits)
- Governance and Ethics in Health Care Compliance (2 credits)
- _____ Elective
- _____ Elective

Please check one of the following:

- I am taking the courses as a JD-seeking student and can expect to be billed \$1000 per credit
- I am a non JD-seeking student and can expect to be billed \$1000 per credit
- I am taking this under the University Consortium agreement. My home school is _____

III. Application for Admission

A. Personal Data

Name: _____ Hamline ID: _____
Last first middle OR Social Security number

Phone: (_____) _____ Email: _____
Business home

Address: _____
Street City State zip

Name of Emergency Contact _____
Last

Phone: (_____) _____ Relationship: _____
Business home

Address: _____

Gender: Male Female Date of Birth (month/day/year): ____/____/____

B. Employment Data

Please submit a current resume that includes a chronological list of your employers, positions held, and job responsibilities.

C. Educational Data

1. Transcript (not applicable for Hamline University School of Law students)

Name under which transcripts will arrive, if different from above: _____

2. Institutions College/University

Have you attended Hamline University (Law School and/or Undergrad) before? YES / NO

Please list all Colleges and Universities attended below:

Dates of attendance	Major	Degree	Date received or expected

3. Research, Publications, Presentations, Major Projects

4. Honors and Awards

5. Relevant Memberships and Activities

D. Personal Statement

Please submit a 1-2 page typewritten personal statement detailing why you have chosen the Health Law Institute's Corporate Compliance Certification Program, how the Program will help you meet your career goals, and which areas or concentrations are of interest to you and why.

E. References (not applicable for Hamline University School of Law students)

Please submit three letters of recommendation from employment supervisors or professors. Submit letters of recommendation to Marcia K. Miller at the address below.

F. Optional Information

How did you hear about the Compliance Certification Program?

IV. Acknowledgment Date and Signature

I understand that in order to earn a certificate in health care compliance, I must complete the following and maintain a 3.0 GPA in the course work:

1. Entrance interview with program director.
2. Introduction to Compliance Policies and Procedures (2 credits)
3. Compliance Laws and Regulations (3 credits)
 OR Health Law Organization and Finance **AND** HIPAA Privacy
 OR Health Law Organization and Finance **AND** Health Care Quality and Liability
4. Compliance Skills: Auditing, Investigating, and Reporting (3 credits)
5. Governance and Ethics in Health Care Compliance (2 credits)
6. Two elective credits from an approved list of courses
7. Mentoring with an approved compliance industry professional

I certify that information contained in this application is complete and accurate to the best of my knowledge. I understand that the submission of inaccurate or incomplete information may be considered sufficient cause for denial of admission or termination of my enrollment at Hamline University.

Applicant's signature _____ Date _____

Note: In accordance with the Family Educational Rights and Privacy Act of 1974, the above information will be used only by office personnel and university officials and will not be released to third parties without your written consent.

Hamline University School of Law does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation, or veteran status in its educational or employment programs or activities.

For more information visit:

www.hamline.edu/law/health

Please send applications and transcripts to:

Marcia Miller, Assistant Director
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