

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*.
- 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) 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:

- To reserve a spot for an upcoming course, **registration fee must be paid in full.**
- 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. The applicant will receive an email confirmation once their payment is received. Upon enrollment in the course, you will be able to download all course information online. If you have questions please contact Susan (Susie) Bennett at 507-266-1093 or bennett.susan@mayo.edu