

UC PMHNP Certificate Program: HOW TO APPLY

Updated September 2023

How to apply to the 2024-2025 UC PMHNP Certificate Program cohort

This document outlines essential information needed to complete the online application process. Please follow the detailed instructions below and note the helpful tips. Please note, the online UC Davis application does not include the critical information outlined in this document. It is essential that you use this document to guide you while completing your online application.

The UC PMHNP Certificate Program online application is available online through the [Graduate Studies application management portal](#). A successful applicant will closely follow the guidelines below in order to prepare for the application.

Priority deadline

Applications received by the priority deadline of **11:59 p.m. (PST) on Friday, January 5, 2024**, will be considered for review and admission to the program, with decisions announced in early March. Letters of recommendation, transcripts, and test scores (if applicable) must all be received by **January 5, 2024**, to be considered for the priority deadline.

Space-available deadline

Applicants may also apply by the space-available deadline of **11:59 p.m. (PST) on Wednesday, May 1, 2024**. Applications received by the space-available deadline (between January 6 to May 1) will only be reviewed if it is determined there are additional spaces available after reviewing priority deadline applications. Space-available admissions decisions will be announced in late May.

Application fee

There is a \$135 UC Davis graduate application fee (\$155 for international applicants) per application that can be paid online. The application fee is non-refundable upon submission of the application. Instructions for payment will appear when you submit your online application.

Note: your application will not be considered until it is completed and submitted in full.

Before beginning your application

Familiarizing yourself with the application

Go to the [online application](#) to create a log-in name and familiarize yourself with what will be asked of you. Parts of the application require additional time and preparation, such as letters of recommendation and official transcripts. The system will automatically save your progress as you work through the application.

Transcripts and academic records

UC Davis graduate programs **do not accept paper transcripts as part of the online application process**. Instead, all applicants must upload PDF versions of their transcripts or academic records directly to the application system. UC Davis requires academic records from each college-level institution you have attended. Please visit the [submitting unofficial transcripts webpage](#) to learn how to prepare your transcripts and academic records for upload. If admitted to the program, you will need to mail official transcript from each institution. Instructions to submit these transcripts will be provided at the time of admission.

Letters of recommendation (three letters)

Recommenders are required to submit letters of recommendation directly through the online application portal. You will be asked to list their first name, last name, organization, position/title, relationship, telephone number, and email address. **As soon as you submit the information on this page, your recommenders will receive an e-mail instructing them to log-in to the online system with a unique user ID and password.**

Give your recommenders as much advance notification as possible. You should alert your recommenders of your goal to be a PMHNP so that they may prepare your recommendation accordingly. Letters of recommendation must be submitted by the recommender by uploading a PDF or Word document through the online portal. Hard copy letters will not be accepted. Plan to follow-up with each recommender weekly to ensure the letters are completed and uploaded by the deadline. You can track letters of recommendation in your account in the online application system.

Letters of recommendation should speak to your role as an advanced practice nurse and potential as a PMHNP. Recommendations should describe the applicant's strengths and any potential challenges or opportunities for growth. References should include:

- a reference who can comment on your academic performance
- a work supervisor
- a reference that is either academic or professional

Relationships should be current and within the last two years. Letters should not be submitted by peers, those you manage, or people that have no work or academic relationship with you.

Resume or Curriculum Vitae (C.V.)

Prepare your resume or C.V. as a PDF or Word document. Include any leadership roles, professional activities, consultation work, research, teaching experiences and special achievements. Be sure to include any experiences working with underserved and underrepresented populations and/or diverse, aging and rural populations. You will be asked to expand on many of these items in other sections of the application; thus, you can keep the resume information brief.

The UC PMHNP Certificate Program is interested in knowing about a wide spectrum of relevant experience, both formal and informal. You should include the following:

- Experience working with individuals with mental illness
- Mental health related trainings or continuing education
- Examples of leadership, teaching (formal and informal), community service and volunteer work, special projects or consultations, and research involvement at any level
- Note independent decision-making skills and responsibilities
- Explain any breaks in employment or education
- Give more than position titles by providing specific responsibilities involved in experiences
- Any published work listed using American Psychological Association (A.P.A.) style - provide complete references, including publisher and date of publication
- Significant unpublished work (theses, papers presented at conferences, other professional writings)

Resume/C.V. tips:

- Be sure to proofread for errors, including your phone number and e-mail. Ask someone else to proofread your resume/C.V. to catch errors that you may have missed during your own review
- Your resume/C.V. should not exceed four pages
- Use your full name, address and phone number at the top of your first page. If your resume is longer than one page, make sure your name is at the top of any additional pages
- Always include dates of employment/activity for each position listed
- Include any licenses with license number and state, if applicable
- To ensure readability both electronically and printed, we recommend you use fonts that are easy to read (i.e. 10 pt. font or greater) and black

Other

Make sure you have met the admission requirements.

- Cumulative undergraduate G.P.A. of 3.0 or above
- For international students: Refer to the [Graduate Studies website](#) for specific TOEFL score reporting and requirements

You will be asked to share specific details for the following:

- G.P.A. and graduation dates from all college institutions attended
- UC Davis student or employee I.D. number (if applicable)
- Courses you have completed or will complete that are not on a transcript, including course, institution, grade, units, quarter/semester, term, and year
- TOEFL scores, dates taken, ETS registration number (if applicable)
- Publication, awards, honor societies, prizes, special distinctions

As noted in the application instructions below, the application process requires candidates to write two small essays. Applicants may write their essay answers in a separate text document in advance before copying and pasting into the appropriate fields of the online application. Please limit each response to the maximum number characters specified in the application. Consider saving these files for your own records. Please refer to the essay guidelines below and note that these are not restated in detail in the online application system.

Completing your application

Important: To supplement information in the online application, additional information requested by the UC PMHNP Certificate Program is noted below. This information does not appear in the UC Davis online application system.

Creating an account

Go to the [Graduate Studies website](#) to begin the application process and click Apply Now. This will take you to the application home page where you are able to create an account, as well as track the status of your application.

Basic information

In this section, you will list your basic personal information such as name, date of birth, preferred name, contact information, citizenship and prior UC Davis affiliation, if applicable.

Biographical data

List all additional personal information such as gender identity and sexual orientation, race and ethnicity, family background, U.S. military service or affiliation, languages and California residency for tuition purposes.

Plans for graduate study

Select the graduate program to which you are applying: Select **Nursing (Psychiatric Mental Health Nurse Practitioner)** from the drop-down list. Then select **Graduate Academic Certificate- PMHNP** as your objective.

Academic history

List all college or university-level institutions you have attended or are currently attending (including community college, study abroad, summer sessions, etc.) and any courses in which you are currently enrolled or in which you plan on taking in the future. You will be instructed to upload scanned copies of your transcripts as you add each institution in the [Academic History](#) page or the [Status Page](#) after you have submitted your application. Before preparing your documents, visit the [submitting unofficial transcripts page](#) for additional information. Transcripts must be uploaded by **January 5, 2024**, to be considered for the priority deadline and must include graduate APRN nursing degree completion including the following courses:

- Advanced physiology/pathophysiology across the life span
- Advanced health assessment
- Advanced pharmacology

Statement of purpose (4,000 characters, including spaces):

This section requires applicants to complete a statement of purpose. The online application provides basic essay prompts, and UC PMHNP Certificate Program applicants must also address the nursing specific information in the essay response.

Please highlight your academic preparation and motivation; interests, specializations and career goals; and fit for pursuing the UC PMHNP Certificate Program. Be as clear and precise as possible using academic writing standards. Focus on your professional goals and how you envision them being achieved through this program and specialization including:

- Your understanding of the PMHNP profession and role
- Reason for seeking advanced specialty preparation as a PMHNP
- Reason for choosing to pursue a career in mental health care
- How your previous academic, professional, and life experiences will contribute to the PMHNP profession and your patients
- Your goals upon completion of the program
- Any additional information that you believe is relevant and not addressed in other areas of the application

Personal history and diversity statement (4,000 characters, including spaces):

This section requires applicants to complete a diversity statement. The online application provides basic essay prompts, and UC PMHNP Certificate Program applicants must also address program specific information in the essay response:

The purpose of this essay is to get know you as an individual and potential graduate student. Please describe how your personal background informs your decision to pursue a specialization in mental health. You may include any educational, familial, cultural, economic, or social experiences, challenges, community service, outreach activities, residency and citizenship, first-generation college status, or opportunities relevant to your academic journey; how your life experiences contribute to the social, intellectual, or cultural diversity within a campus community and your chosen field; or how you might serve educationally underrepresented and underserved segments of society with your education. This essay should complement but not duplicate the content in the Statement of Purpose.

Test scores (international applicants only)

The UC PMHNP Certificate Program does not require GRE scores. If you are an International applicant, you will be required to submit English language examination scores on the following “Test Scores” page. International applicants are required to submit English language examination scores as part of the application process. Scores must be received by January 5th, 2024, to be considered for review.

- TOEFL scores - Order an electronic score report from ETS to be sent to UC Davis. The correct institution code is 4834 - you do not need to list a specific department code.
- IELTS scores – Review the reporting instructions for your specific IELTS exam on the [Graduate Studies website](#).

Please note, TOEFL, IELTS, and Duolingo scores are valid up to two years after the test date. For more details about the English language exams and score reporting requirements, refer to the [Graduate Studies website](#).

Domestic students are not required to submit any test scores as part of the admissions process for the UC PMHNP Certificate Program.

Other information

Select any graduate preparation program(s) you have participated in.

Supporting materials

- Curriculum Vitae or Resume: Upload your Curriculum Vitae or Resume as a required component of the application.
- Noteworthy Academic Achievements (1,500 characters, including spaces): List any academic achievements you feel are noteworthy (e.g. awards or honors, professional or academic memberships, publications, presentations, inventions, or other accomplishments).
- Website links: This section is not required.

School of Nursing

In this section, you will indicate the type of APRN license you currently hold and your APRN license number, as well as when you started practicing as an APRN. You will also be required to report any certification/license infractions.

ANCC Required Prerequisite Coursework

Enter all five of the required prerequisite courses needed to be eligible to sit for the ANCC Psychiatric-Mental Health Nurse Practitioner (PMHNP) (Across the Lifespan) board-certification examination upon graduation. These five core courses include:

Three separate, comprehensive, graduate-level APRN Core courses in:

- **Advanced physiology/pathophysiology**, including general principles that apply across the life span
- **Advanced health assessment**, which includes assessment of all human systems, advanced assessment techniques, concepts, and approaches
- **Advanced pharmacology**, which includes pharmacodynamics, pharmacokinetics, and pharmacotherapeutics of all broad categories of agents

Content In:

- Health promotion and/or maintenance
- Differential diagnosis and disease management, including the use and prescription of pharmacologic and nonpharmacologic interventions

Be sure to enter all of the requested information for each course, including: University/College where the course was fulfilled, course number/name, term and year of completion, letter grade, and whether the term was a semester or a quarter.

In the event that you have not completed any of these courses, please leave the respective course rows empty. All five courses must be completed before being eligible for taking the PMHNP licensure exam.

Applicant agreements

Please read through the applicant fee agreement and applicant's statement. When ready, enter your digital signature and click confirm.

Review

If all required questions have been completed, you will be prompted to finalize your application and pay the application fee by credit card.

Next steps

Print a final copy of the application for admission to Graduate Studies for your own records.

You may log on to the application website to track the status of your application. Reviewing your application status regularly is strongly encouraged. You are responsible for ensuring that your updated transcripts are uploaded before the January 5th, 2024, deadline. Please do not contact the School of Nursing to check on your application's status. Instead, log in to your application account and check for status updates.

Once a decision has been made on your application, you will receive notification of the recommendation for admissions from the UC PMHNP Certificate Program. You will also receive formal e-mail notification from UC Davis Graduate Studies and be provided instructions on how to access that decision.

Thank you for your interest in the UC PMHNP Certificate Program.