LORAS COLLEGE™
GRADUATE AND PROFESSIONAL EDUCATION PROGRAMS

Certified Alcohol & Drug Counselor Certification Education: Application Checklist

- ☐ **Admission criteria and eligibility information:**
  - o A bachelor's degree is required to enroll in this professional education program.
  - o A minimum cumulative GPA of at least 2.75 (or 2.9 in the last 60 credits) is required for admission.

- ☐ **Online application:**
  - o Please create an account and apply online at: www.loras.edu/apply. There is no application fee.
    - ▪ When first starting the application, select "Graduate and PCE Application" as the *Application Type*.
    - ▪ In the Student Profile section within the application itself, select "Professional & Continuing Education" as the *Student Type*, then select "Certified Alcohol and Drug Counselor Certification Education" as the *Academic Program*.
    - ▪ Please note that you do <u>not</u> have to upload anything to the *Materials* section of the application.

- ☐ **All official transcripts from each institution attended, including undergraduate and graduate:**
  - o For a transcript to be considered official, it must be mailed in a sealed envelope from that institution's Registrar's Office directly to Loras College Graduate Admissions. (Transcript "issued to student" as well as faxed and copied transcripts will not be considered official).
    - ▪ All official transcripts can be mailed to:
      Loras College Graduate Admissions
      Attn: Megan Henderson
      1450 Alta Vista Street
      Dubuque, IA 52001
  - o Official electronic transcripts ordered through a service such as Credential Services or National Student Clearinghouse are also acceptable.
  - o Please have your transcripts sent immediately after you have submitted your online application.

- ☐ **Application deadlines:**
  Spring enrollment – all materials due by December 1
  Fall enrollment – all materials due by July 1
  Applications submitted after these deadlines will be considered on an individual basis.

- ☐ **Enrollment process:**
  - o Immediately after our receipt of your application and official college transcript(s), you will be notified in your online Applicant Status Portal of your next steps. You will be asked to pay a $100 confirmation deposit to confirm your spot in the program.
  - o We will then create a Loras email account for you and send you directions on how to self-register for the courses.
  - o Please note that federal financial aid is not available for this program.