

## Applying to the ART-GC Certificate Program at the University of Pennsylvania

### **Required Materials:**

1. Completed CollegeNet application form
2. A current CV
3. A copy of your ABGC Certification certificate, a current state license, or an unofficial copy of your final MSGC program transcript
4. A personal statement of 300-500 words responding to this prompt:

*Please briefly explain your interest in the Advanced Research Training Certificate Program and how you expect this certificate program will enhance your research career. For example, you can share topics of interest or gaps in your past training that you would like to see addressed. Also, briefly describe a research topic you plan on focusing on for the program.*

5. A letter from your supervisor/program or department head acknowledging that
  - a. your work time will be reduced by 50% during the enrollment year
  - b. The Warren Alpert Foundation CLEP-GC grant will cover the cost of 50% of your salary so that
    - i. you will remain a full-time employee with full benefits, paid as usual by your institution
    - ii. the department can hire a part time person to cover your responsibilities

### **The Application:**

The application for the ART-GC certificate program is housed on a platform called CollegeNET.

Use this link to begin your application on CollegeNet: <https://www.applyweb.com/upenn/index.ftl>

First you will create a CollegeNET (aka ApplyWeb) account with your email address and a password.

Once you are logged into your CollegeNET account, select *Penn: Graduate, Professional, and Continuing Education Application*.

1. Personal Information – enter your address, phone number, and other basic information
2. Program Information
  - a. Click on *Perelman School of Medicine – Master’s and Certificate Programs*
  - b. Click on *Advanced Research Training for Genetic Counselors, Certificate*
  - c. Select term Fall 2025
  - d. Note that the prompt for the personal statement is included here.
  - e. Scroll down to the bottom of the page and click Next Page.

3. Personal Information Continued

This section includes questions on demographic and other information that the Department of Education collects. Answering is optional.

4. Academic Background

Enter information on the colleges/universities at which you received your undergraduate degree and your graduate genetic counseling degree.



Upload **either** your ABGC Certification documentation **or** your final unofficial transcript for your genetic counseling degree at the prompt for uploading your graduate transcript.

5. Fellowships and Awards – You may include information about past fellowships and awards here. Completing this section is optional.

6. Standardized Tests – You do not need to complete this section.

7. Recommendations

- a. Fill in the name of the supervisor/program or department head who completed the required acknowledgement letter.
- b. Fill in your email address after their name so the prompt for uploading the letter will come to you.
- c. After you receive the prompt



Upload the letter to your application. If you have any difficulties, you can email your questions, or the letter itself, to Jo MacKenzie at [jo.mackenzie@pennterapeutics.com](mailto:jo.mackenzie@pennterapeutics.com). Jo can upload it for you.

8. How Did You Hear – Enter information about your current employer in this section.

9. Supporting documents – This section includes places to upload the final required documents.



Upload your personal statement. Use the prompt listed above.



Upload a current CV

10. Agreement Statement – Read and check the statement provided and submit your application.

- ★ Once you submit it you cannot make additional changes. Select “Save and Return Later” if your application is not complete.

There is no fee to apply to this program.