

Certificate in Health Professions Education (CHPE) Program Application Checklist

Summer 2026 Application Deadline: April 15, 2026

Fall 2026 Application Deadline: May 15, 2026

Thank you for your interest in the CHPE program. Here is a checklist to make sure you fulfill all the requirements necessary for the UIC CHPE Admissions Committee to review your application. Please note that applications still incomplete on April 15 (summer) or May 15 (fall 2025) will not be considered for review.

A complete CHPE application will include each of the following:

- UIC Non-Degree Graduate Certificate Application
 - All applicants must complete and submit an application form using the UIC Application Portal.
- Proof of degree
 - Copies of the awarded diploma/degree certificate or a transcript on which the award of the degree is indicated (Bachelor's degree or higher).
 - For details on non-degree credential requirements, please visit [Admissions website](#)
 - Upload proof of degree to the applicable credentials upload slot on the [UIC Application Portal](#)
 - If all prior coursework was done abroad, [English proficiency requirements](#) may apply
- CHPE Coversheet
- Personal Statement
 - Personal Statement: Please submit a personal statement (maximum 750 words) for questions a and b, responding to the following prompts:
 - a. Why are you interested in the CHPE program? Reflecting on your background, describe how the CHPE will help you advance your professional and personal goals.
 - b. Our program involves collaborative work with individuals from different professional backgrounds, perspectives, and stages of their careers. Briefly discuss your best assets you would bring to this context?
- Resume/Curriculum Vitae
 - Include information on your: employment; current professional roles and responsibilities; pertinent learning experiences not included on transcripts; teaching experiences; administrative experiences in health professions education; research and evaluation experiences; publications, presentations at professional meetings, or other evidence of scholarship; memberships in professional associations; and professional honors, awards, and distinctions.
- One Letter of Recommendation
 - Submit one email address for the letter of recommendation.
- Application Fee (\$70)