

## Instructions for Applying Outside Hours to a Trauma Certificate Program

Select courses from other providers have been approved for application to the Trauma Certificate Programs for a fee of \$100. Please refer to the Trauma-Informed Care and Counseling Certificate Program Checklist in the handouts to view the Skill Intervention options. All other outside courses that have been approved will be specified in the continuing education section of the description or brochure and listed under credit information on certificates of completion. If it is not directly listed as a Skill Intervention or noted on your certificate of completion, it is not approved for the certificate program.

If you have a question regarding the approval of a course from another provider, please email [sw-ce@buffalo.edu](mailto:sw-ce@buffalo.edu).

If you have taken an approved course please complete the following steps:

1. Upload your certificate of completion for the approved course to the "Credit Tracker" tab.
2. Email [sw-ce@buffalo.edu](mailto:sw-ce@buffalo.edu) stating that you have taken the course and loaded your certificate to the "Credit Tracker" tab.
3. A staff member will review the course and if approved, send you a link to pay the \$100 fee for the transfer of credit to your certificate program.