



Welcome

Are you interested in an online program that will provide you with the training necessary for a career in the protection of human health from occupational hazards in the built and natural environments? Would you like to be involved in an online program that allows you to move through the program coursework with other professionals, taking the same classes to build peer relationships? If so, the WKU **Occupational Safety and Health** certificate program is for you!

Program Information

In order to prepare a qualified workforce to address the occupational health and safety needs of today's industries, WKU now offers a 100% online Certificate in Occupational Safety and Health. The effective management of workplace and environmental health and safety concerns has become an increasingly vital and expected component of responsible business procedures. Federal and State legislation governing workplace health and safety practices is becoming far more sophisticated and stringent, and has contributed to a growing employer need for health and safety professional expertise. Although the job markets for professionals, such as environmental science specialists, engineers, and compliance inspectors, are expected to grow as much as 27% over the next seven years*, the workforce to meet such a tremendous demand is not available.

The online Certificate in Occupational Safety and Health is ideal for individuals who are looking to enter the field and would like to further their education or advance their career. This certificate will prepare you for this growing area of employment in as little as nine months.

Studying Online

Online classes require self-discipline and motivation, especially since you do not have a specific time and place established for class meetings. Familiarizing yourself with what's required of an online student and the many tools available to support online learners is key!

The Orientation for Online Learners provides guest access to Blackboard, along with helpful information ranging from pre-enrollment through registration. It is designed to walk you through the different processes involved with admissions, financial aid, advising and registration. The Student Resource Portal provides one-click access to academic support and student resources across campus. The link to each area is provided below:

Orientation for Online Learners: www.wku.edu/online/orientation

Student Resource Portal: www.wku.edu/online/srp

In addition to online support, which is accessible in these areas, there is also a team of distance learning professionals available to answer questions, listen to your concerns and provide solutions. You can reach us at learn.online@wku.edu.

Admission Requirements

Prior to taking an online course at WKU, you must be admitted. Online students follow the same process as face-to-face students. The first step is to complete an online application for admission, which is available at <http://www.wku.edu/admissions>. Next, you will need to submit your supporting materials to the **Office of Admissions** (*requirements for supporting materials are determined by your student classification, please see below for more specific information*):

- **Beginning Freshman** (student who has not attended a college or university after high school graduation): An *official* high school transcript and ACT or SAT scores.
- **Transfer** (student who has attended one or more colleges or universities since high school graduation, but has not attended WKU): An official transcript from each college attended. If fewer than 24 semester hours of college credit has been earned, your high school transcript and ACT or SAT scores are also required. Please note: Transcripts without the official seal or those marked unofficial cannot be used.
- **Readmission** (student who has attended WKU since high school graduation): An official transcript from each college attended, other than WKU
- **Visiting** (student who is seeking a degree from another institution, but wishes to take a class at WKU to fulfill requirements at home school): A letter of good standing from the registrar's office at your home school is required.

Supporting documentations should be mailed to the following address:

Office of Admissions
1906 College Heights Blvd. #11020
Bowling Green, KY 42101-1020

Admission Application Deadlines:

Kentucky and Out-of-State Residents

- Fall Semester: August 1
- Spring Semester: January 1
- Summer Term: May 1

International Students

- Fall Semester: April 1
- Spring Semester: September 1
- Summer Term: March 1

Please note: Deadlines are often flexible, depending on the program of study. If you are considering applying after the suggested deadline, we encourage you to check with the appropriate academic department or call 270-745-5173.

Certificate Program Requirements

This certificate requires 15 hours and may be earned as part of your undergraduate degree or as a stand-alone credential.

Please note: WKU students who would like to add this credential to their current program of study must fill out a certificate form: http://www.wku.edu/registrar/documents/undergrad_certificate_form.pdf.

Required Courses

Core (15 hours):

- ENV 120: Introduction to Occupational Safety & Health
- ENV 221: Safety & Health Standards, Codes, & Regulations
- ENV 321: Fundamentals of Industrial Hygiene
- ENV 322: Physical Hazards Recognition & Control I
- ENV 423: Safety Program Management

Financial Aid Eligibility

Financial Aid includes grants and loans for educational purposes. The government requires the student to file a form online to the government agency for this purpose, which is called FAFSA at www.fafsa.ed.gov to apply. Once that form is completed and filed, the student will receive an email from WKU about the status. All financial aid comes through the WKU Student Financial Aid office and they communicate mostly through email. The email will explain all the grants and/or loans that are available to the student and how to receive the money.

If you would like to apply for financial assistance (loans, grants, scholarships, veteran's benefits) the first step is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Please refer to the Financial Aid Guide for additional information and complete instructions.

Please keep in mind, you must maintain satisfactory academic progress to continue to qualify for financial aid. For additional information on receiving, and keeping your financial aid, please refer to the WKU Financial Aid website to review the complete policy on Satisfactory Academic Progress at <http://www.wku.edu/financialaid/sap.php>.

Students seeking an undergraduate certificate as a stand-alone credential, should note the following: *Federal financial aid regulations state that an undergraduate certificate must require a minimum of 16 credit hours to be financial aid eligible. This rule applies only to those who are seeking the certificate without any other degree on file. Those who are seeking an associate's or bachelor's degree will remain fully eligible.*

Financial Aid and Scholarship Resources

- WKU Scholarship Information, including scholarships for transfer students: <http://www.wku.edu/scholarship/>
- WKU Financial Aid Information: <http://www.wku.edu/financialaid/>
- Guide to Financial Aid: <http://www.finaid.org>
- Student Aid: Types of aid, who qualifies and how to apply: <https://studentaid.ed.gov>
- Scholarships: How to find them, how to apply, types of scholarships: <https://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>
- Top 5 Scholarship Search Tools: <http://www.usnews.com/education/blogs/the-scholarship-coach/2011/01/20/compare-5-top-scholarship-search-engines>

Career Resources and Average Salary Information

Resources to aid in finding a major right for you, as well as the most current information regarding average salary, job outlook and the most common positions within the field, may be found on the websites below:

- Find Occupations, Salary Information and Job Outlook: <http://www.onetonline.org/find/career>
- Major and Career Search: <https://bigfuture.collegeboard.org/majors-careers>
- Identifying A Career Based on Personal Interests: <https://bigfuture.collegeboard.org/explore-careers>
- What Can I do with this major: <http://www.wku.edu/career/wcidwtmajor.php>

Contact Information

WKU Online Support: Carol Taylor

Email: learn.online@wku.edu

Phone: (270) 745-5173

Toll-Free: (888) 4WKUWEB / (888) 495-8932