

# The Ballmer Institute for Children’s Behavioral Health

## Application Guide for the Graduate Microcredential in Child Behavioral Health

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### Creating an Account in the Application Portal

First-time applicants should access the application portal via the following link:

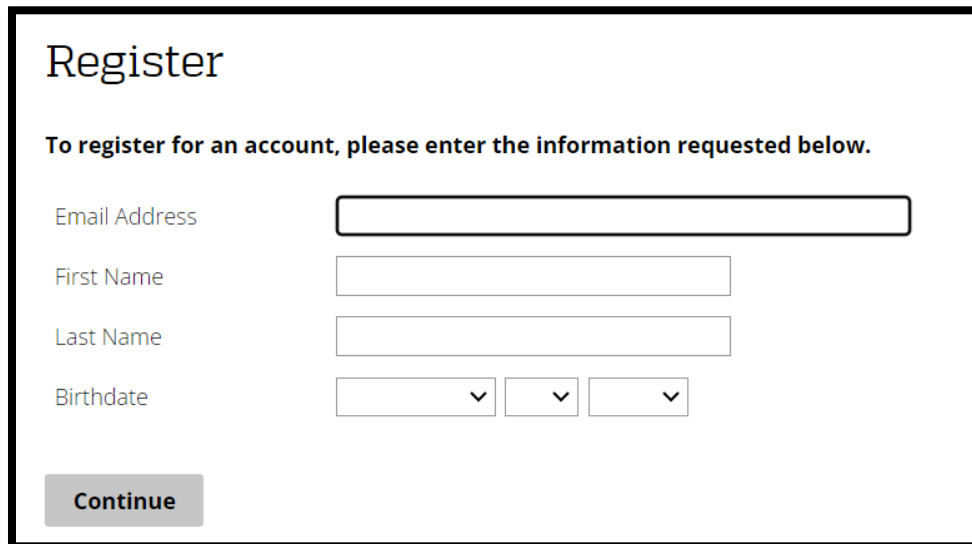
<https://insight.uoregon.edu/apply/>. Once on this page, the following selections will appear:



The screenshot shows a box titled "Application Management". It contains two columns of text. The left column is for "Returning users:" and includes a blue link "Log in to continue an application." The right column is for "First-time users:" and includes a blue link "Create an account to start a new application."

Returning applicants should select the link on the right, while first-time users should select “create an account.”

The following screen will ask for information including first name, last name, email address, and birthdate.



The screenshot shows a box titled "Register". Below the title is the instruction: "To register for an account, please enter the information requested below." There are four input fields: "Email Address" (a long text box), "First Name" (a text box), "Last Name" (a text box), and "Birthdate" (three dropdown menus). At the bottom left is a grey button labeled "Continue".

An email with a temporary PIN will be sent to the email address entered on the registration screen. The email should appear within a few minutes, and look like the following example (with a different PIN):



Thank you for creating a graduate application account with the University of Oregon.

To activate your account, please use the link below:

[Activate Account](#)

When requested for a password, enter the following temporary PIN:  
037385231

Best,

Division of Graduate Studies  
[graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu)  
(541)-346-5129

When prompted, enter the PIN provided on the login screen. The system will ask the user to set a new password.

### Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password	<input type="password"/>	<ul style="list-style-type: none"><li>✗ At least one letter</li><li>✗ At least one capital letter</li><li>✗ At least one number</li><li>✗ Be at least 12 characters</li><li>✗ New passwords must match</li></ul>
New Password (again)	<input type="password"/>	

Once a password has been set, users will be taken to an application management homepage, as shown below:

## Application Management

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			
<a href="#">Start New Application</a>			

### Starting a New Application

To start a new application, click the blue hyperlink at the bottom of the screen, as shown in the example above. A pop-up screen will appear, like the example below:

**Start New Application** ×

Please note: the majority of our programs only accept applications for one term per year, typically summer of fall. You can find more information about your prospective program's admission terms and deadlines [here](#).

2023 Graduate Application

2023 Graduate Application

**Create Application** Cancel

Click "Create Application." A second pop-up window will appear, as shown below:

**Application Details** ×

Started 06/16/2023

Status In Progress

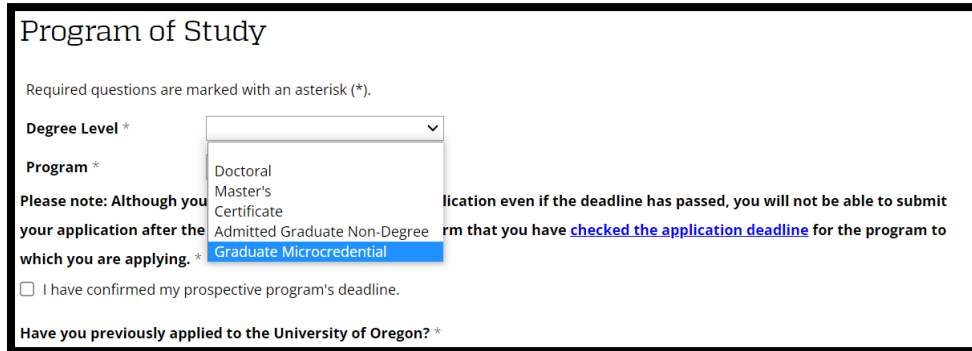
2023 Graduate Application

**Open Application** Cancel

Click "Open Application." The application should open on the following page.

## Program Selection

The first question on the application should include what degree level the application is for. From the drop-down list, select “Graduate Microcredential.”



Program of Study

Required questions are marked with an asterisk (\*).

**Degree Level \***

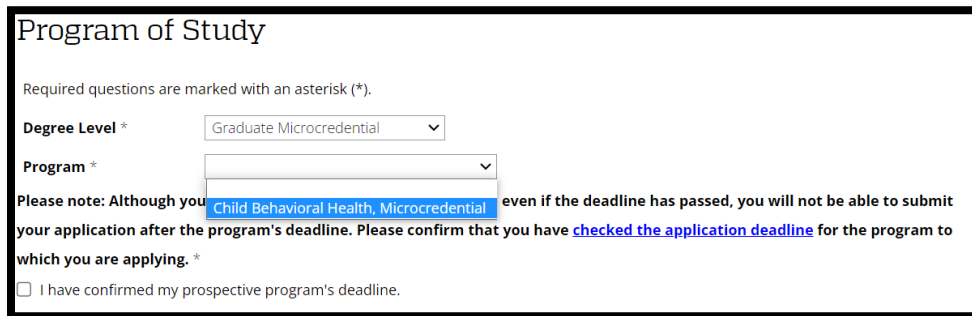
**Program \***

**Please note: Although you can apply for admission even if the deadline has passed, you will not be able to submit your application after the program's deadline. Please confirm that you have [checked the application deadline](#) for the program to which you are applying. \***

I have confirmed my prospective program's deadline.

**Have you previously applied to the University of Oregon? \***

Under “Program,” select “Child Behavioral Health, Microcredential.”



Program of Study

Required questions are marked with an asterisk (\*).

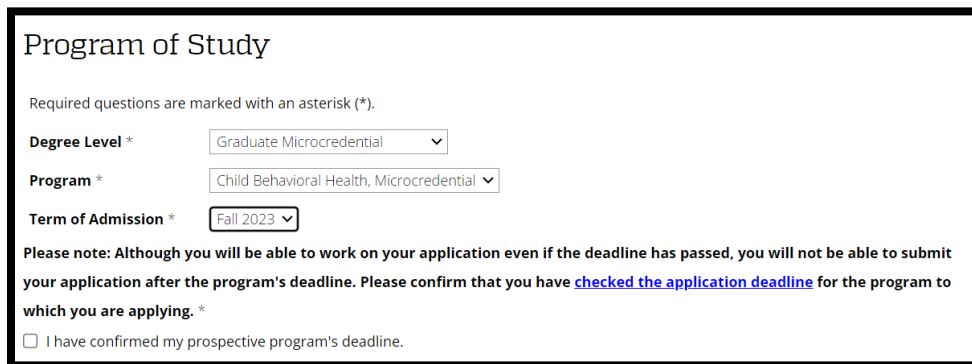
**Degree Level \***

**Program \***

**Please note: Although you can apply for admission even if the deadline has passed, you will not be able to submit your application after the program's deadline. Please confirm that you have [checked the application deadline](#) for the program to which you are applying. \***

I have confirmed my prospective program's deadline.

Select the applicable admission term.



Program of Study

Required questions are marked with an asterisk (\*).

**Degree Level \***

**Program \***

**Term of Admission \***

**Please note: Although you will be able to work on your application even if the deadline has passed, you will not be able to submit your application after the program's deadline. Please confirm that you have [checked the application deadline](#) for the program to which you are applying. \***

I have confirmed my prospective program's deadline.

Click the blue hyperlink to check the application deadline for the graduate microcredential in child behavioral health, if not yet confirmed. Once confirmed, check the box next to “I have confirmed my prospective program’s deadline.”

The application will ask for previous application status, how the program was discovered, and ask for an existing UO ID if the user has one. If not, skip this step.

## Personal Background

The following page will ask for personal information, including name, contact information, addresses, and citizenship information.

### Personal Background

<b>Name</b>	
Prefix	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name (Family Name)	<input type="text"/>
Suffix	<input type="text"/>
Preferred First Name (if different from First Name)	<input type="text"/>
Other Names Used (Last Names)	<input type="text"/>

When completed, the next page will ask for additional information, including emergency contact information, and required Oregon State Legislation questions, in addition to a question on language proficiency.

### Additional Information

Required questions are marked with an asterisk (\*).

<b>Emergency Contact Information</b>	
Relationship *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Telephone *	<input type="text"/>
<b>Mailing Address *</b>	
Country *	<input type="text" value="United States"/>
Street *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="Select State"/>
Postal Code *	<input type="text"/>

Once completed, the next page will ask for information on residency status in the state of Oregon.

Residency

Required questions are marked with an asterisk (\*).

**Applicant Information for Oregon Residency**

For tuition and fee purposes, do you consider yourself a resident of Oregon?

More information about Oregon residency is [available here](#). \*

Yes

No

The next page contains information about application fees and application fee waivers.

### **Fee Waivers and Application Fees**

The fee to apply to the graduate microcredential is \$35. However, if your application to the program is sponsored by a school district, your application fee may be waived. In either case, when submitting the application, select one of the options indicated on the image below.

**Fee Waiver or Discount Selection**

Please select the application fee waiver or discount that you are eligible for.

Unsure whether you qualify for a waiver? [Read more about eligibility](#). \*

I do not qualify for a waiver or discount

- Amideast or IIE Fulbright Applicants
- National Name Exchange
- Need Based (Domestic Applicants)
- Undergraduate Research Program Participant
- UO Employee
- I do not qualify for a waiver or discount**

**If the program is paying for your application fee, (I.e. if your participation is sponsored by a school district) please select “I do not qualify for a waiver or discount.”** This is because program-paid fees are in a category separate from the other waivers listed above. If eligible, your fee waiver will be processed, and you will be notified that there is no balance due. If ineligible, you will be notified that there is a \$35 dollar balance due before your application can be processed. **If you are seeking a fee waiver, do not submit a payment after submitting your application. You will be notified if a waiver has been assigned to your application.**

### **Academic History**

The next page will ask for an academic history that includes all institutions where college credit was earned. Unofficial transcripts are also required for any institution where a degree was earned. Please refer to the image below.

### Academic History

Please add a record for all postsecondary institutions (typically colleges or universities) you have attended.

Please note:

- Include all institutions attended, not just those where you have earned a degree.
- If you have earned more than one degree at an institution, create a new record for each degree.
- If you have previously attended the University of Oregon, include it here.

Institution	Degree	Dates Attended
<a href="#">Add Institution</a>		

Once all institutions have been added, click “Continue.”

The next screen asks for information regarding any applicable test scores for the program. Please note that the graduate microcredential in child behavioral health has no test score requirement. However, the Division of Graduate Studies does have an English Language Proficiency requirement for individuals whose primary language is not English. For further information on this requirement, please click [here](#). Applicable TOEFL or IELTS scores may be added to this test page.

### Test Scores

Required tests vary by program and are posted on their program's website. [View your program's requirements here.](#)

All applicants for whom English is not a native/primary language must meet the Division of Graduate Studies' [English Language Proficiency Requirement](#). Many applicants meet this requirement by submitting a passing TOEFL or IELTS score. [Learn more here.](#)

Date ▲	Type
<a href="#">Add Test</a>	

### **Child Behavioral Health Supplemental Form**

The next section will ask whether your application is sponsored by a school district. Either instance will ask for further information about your school district, school, and profession. Please see the examples below.

### Child Behavioral Health, Microcredential Supplement

Is your education service district and/or school district sponsoring your participation in the graduate micro-credential? \*

Yes  
 No

Which school are you affiliated with? \*

[Continue](#)

## Child Behavioral Health, Microcredential Supplement

Is your education service district and/or school district sponsoring your participation in the graduate micro-credential? \*

Yes

No

Which school are you affiliated with? \*

Please share your current employer. \*

### **Signature and Review**

The final two sections of the application will ask you to review an affidavit and sign your full name to submit the application. The “review” section will provide a summary of your application, including any errors that need to be fixed prior to submitting.

**Please note that a form of payment is required to submit your application. If you are waiting for confirmation of a fee waiver, do not pay the application fee, as it cannot be refunded.**

If you are seeking a fee waiver via sponsorship through your affiliated school/education service district, please email us at [ballmerinstitute@uoregon.edu](mailto:ballmerinstitute@uoregon.edu) your application is finished so that we can process your fee waiver. Once the waiver has been processed, you will be able to submit your application.

If we are unable to process your fee waiver, we will inform you. At that point, the \$35 application fee will be due to submit your application.

Any questions about this application can be directed to the Ballmer Institute at: [ballmerinstitute@uoregon.edu](mailto:ballmerinstitute@uoregon.edu). Thank you for your interest in the future of children’s behavioral health!