

Applying to the CU Denver Facilitator Training Program

Step-by-step application walkthrough

Before you begin

- As you move through these steps, remember that you can always stop and save your application and complete later.
- Be sure to **“Submit”** once you have completed your application, as we will not see your application for review until it is submitted and complete.
- While we can review files that do not yet have both of the two required recommendations submitted, you must have **at least one** to be considered.
- Our application review process is competitive, as we typically receive more applications than we can enroll per cohort. We encourage you to apply before the first priority review date.
- After our first priority review date, we will continue to review applications on a rolling basis until either we are full, or the final application deadline has passed (whichever comes first).

Part 1: Open the application

1. Start here: <https://www.cudenver.edu/apply-now>
 - **Create an account as a New User if this is your first time** taking courses with CU Denver. *Be sure to take note of this information as you will need it to log into the system going forward.*
 - **Or, if you are Returning User**, you will be prompted to sign in with your existing CU Denver credentials.
2. Scroll down and choose **“Apply Now (Microcredential)”** in the **Microcredential Applicant** box.

Continuing and Professional Education & Microcredentials

Continuing and Professional Education Applicant

This application is for those seeking to apply as a Continuing Education, Non-Credit, or ESL student.

Apply Now (Continuing and Professional Education)



Microcredential Applicant

This application is for students seeking to enroll only in a microcredential program, who are not actively enrolled at CU Denver.

Applicants who are currently a degree- or certificate-seeking student at CU Denver should not use this application and instead should contact the department that is offering the microcredential for additional support.

Apply Now (Microcredential)



3. In the list that pops up, choose **Microcredential Admissions**.

The screenshot shows the 'Applying to the University of Colorado Denver | The University of Colorado Anschutz' portal. A modal window titled 'Application Details' is open, displaying a list of application types. The 'Microcredential Admissions' option is selected with a blue radio button. Other options include Undergraduate Non-Degree Admissions, Graduate Admissions, Graduate Non-Degree Admissions, Continuing and Professional Education, ICB Application, School of Pharmacy, School of Public Health, School of Public Health EXPRESS, and NONSIS Applications. Below the list are 'Open Application' and 'Cancel' buttons. The background shows a sidebar with navigation links and a 'Your Applications' table.

4. When asked if you are enrolled in a degree or certificate program at the University of Colorado Denver, choose **“No.”**

NOTE: If you are currently enrolled in another program, you will have to write to us at facilitator.training@ucdenver.edu so we can guide you through an alternative process.

The screenshot shows the 'Welcome Microcredential Application' page. On the left is a sidebar with links: Home, Welcome (highlighted), Conduct History, and Review. The main content area has a heading 'Welcome Microcredential Application' and a paragraph: 'Welcome to the Microcredential Application! Complete all sections of the online application using the “Continue” button at the bottom of each page. The requirements of the application will change based on the Microcredential that you are applying to, so please complete each section of the application in the order presented. Your information will save automatically as you complete each section.' Below this is a question: 'Are you enrolled in a degree or certificate program at the University of Colorado Denver?' with two radio button options: 'Yes' (unselected) and 'No' (selected with a blue checkmark). A 'Continue' button is at the bottom.

Part 2: Complete each section

5. Fill out your **Biographic Information**. All information, including Emergency Contact Information, is required.
6. Fill out your **Academic Information**.

7. For **Program of Interest**, choose **Non-Credit Microcredential**. Choose **UCDCPR Facilitator Training Program** from the drop-down list as the Microcredential you are applying to. And then choose the term you want to apply to:
- **Spring:** January 7 – May 20, 2027
 - **Summer:** May 27 – October 7, 2027

The screenshot shows a web application form titled "Program of Interest". On the left is a navigation menu with links: Home, Welcome, Biographic Info, Add Biographic, Academic Info, Program Interest (highlighted), Program Questions, Upload Documents, Recommendation, Conduct History, Signature, and Review. The main content area has a sub-header "Program of Interest" and a note "(Required fields are denoted with *)". It asks "Are you applying for a" and has three radio button options: "Non-Credit Microcredential" (selected), "Undergraduate Microcredential", and "Graduate Non-Degree Microcredential". Below this, it asks "What microcredential are you applying to?" with a dropdown menu showing "UCDCPR Facilitator Training Program". Then it asks "In which term do you plan to enroll:" with a dropdown menu showing "Spring, 2027". At the bottom of the form is a "Continue" button.

8. Fill out **ALL** of our **Program Questions** thoughtfully and concisely. Please treat this as a written interview, as your responses will be used to determine your eligibility and fit for the CU Denver Facilitator Training Program. If you do not provide enough content, or rely too heavily on AI for your responses, we may not have enough information to decide to admit.
9. Upload a current professional/academic **CV or Résumé**. Provide information that gives evidence to your potential for training and practice as a Natural Medicine Facilitator in Colorado's Natural Medicine program.
10. Provide contacts for **two Recommenders** that can provide evidence of your potential for training and practice as a Natural Medicine Facilitator in Colorado's Natural Medicine program.
11. Fill out the **Conduct History** questions.
12. Sign, review and when you are ready, **Submit**.

If you have selected all the correct options, there should not be an application fee. You will receive a confirmation email after you begin your application, AND after you SUBMIT your completed application.

Stuck or still have questions? Contact our team at facilitator.training@ucdenver.edu