



## Tutorial Program Application Checklist

- Complete *Tutorial Program Trainee Application*
  - Notarized Copy of High School Diploma or Official Higher-Education Transcript
  - Trainee Photograph
  - Check or Money Order for \$1000 Application Fee
- Complete *Tutorial Program Supervisor Application*
  - Check or Money Order for \$100 Application Fee
- Complete *Tutorial Program Curriculum Training Plan*
  - College or University Official Transcript(s). For a transcript to be considered official, it must be in a sealed envelope from the school. *Only required if exemption credit is being requested.*
- Complete *Tutorial Program Written Agreement*
- Layout of Clinic
- Photos of Clinic including: front office, examination rooms, restrooms, herbal pharmacy, and outside of office showing the patient entry point.