

## CERTIFICATION TRACK APPLICATION CHECKLIST

Ready to join The Gottman Institute's Certification Track? Use the list below to help you prepare your application and ensure you have met all of the prerequisites. You can fill out the [application](#) for submittal directly on our website.

- Certification Track Application
- Prepare for the Certification Track Administrative Fee Payment - \$1,225 USD
- [Choose a Consultant](#)
- Certification and Consultation Contract
- Harassment Policy and Procedure Receipt Confirmation
- Certificate of Completion for Level 1: Bridging the Couple Chasm (Live, Online, or Home Study)
- Certificate of Completion for Level 2: Assessment, Intervention, and Co-Morbidities (Live, Online, or Home Study)
- Certificate of Completion for Level 3: Practicum Training (Live)
- Certificate of Completion for Couples and Addiction Recovery (Live or Online)
- Certificate of Completion for Treating Affairs and Trauma (Live or Online)
- Resume/CV
- Copy of license or certification documentation within your state or country of practice
- Malpractice Insurance (1M/3M)
- Letter of Recommendation #1
- Letter of Recommendation #2

### Letter of Recommendation

Please ask two professional references to write on your behalf answering the following questions. Letters should be no longer than a page and sent directly to [training@gottman.com](mailto:training@gottman.com).

1. How you know the applicant? How long?
2. Briefly describe any skills, qualifications, strengths, and/or characteristics that you can attest to.
3. Do you have any knowledge of any complaints or actions taken against the applicant?

### International Applicants

The Gottman Institute understands that mental health professions regulations vary depending on which country you reside in. For international Certification Track applicants practicing outside of the United States, you will need to provide the additional information:

1. Information describing the governing body, association, or organization that regulates your mental health profession
2. Proof of membership to this organization
3. Any additional supporting information and documentation. This could include:
  - a. Degree requirements in the country you reside in
  - b. Malpractice Insurance requirements or lack thereof