

H RTP: A Public Health Internship Program

Getting Started: An Instruction Manual for Student Applicants



TABLE OF CONTENTS

	Page
I. Introduction	2
II. Overview	
a. Eligibility Requirements	2
III. Application Checklist	3
IV. NYCMED	4
a. NYCMED New Users Registration	5
b. NYCMED Landing Page	5
V. H RTP Web-Application	
a. H RTP Web-Application Landing Page	6
b. Navigation Tabs	6
c. Tab 1: Program Overview-Checklist	7
d. Tab 2: Student Information	7
e. Tab 3: Interest-Skills-Coursework	7
f. Tab 4: References	7
g. Tab 5: Personal Statement-Essay	8
h. Tab 6: Attachments	9
i. Tab 7: Acknowledgements	9
VI. Reminders	10

I. INTRODUCTION

Welcome to **H RTP: A Public Health Internship Program at the New York City Department of Health and Mental Hygiene** (NYC DOHMH)! We are pleased that you are applying for an internship at the agency.

H RTP is one of the oldest and largest local public health traineeships in the country. By working on current public health problems under the close supervision of experienced researchers and public health leaders, students have the opportunity to experience some of the "real life" challenges of public health, to interact with leading public health professionals and fellow students, and to apply their classroom learning to practical problems, and in the process, learn new skills and acquire a greater understanding of public health. In addition, with its diversity, complexity, and resources, New York City itself is a vast cultural and public health laboratory.

Interns are placed at the agency through a competitive process which considers students for placement based on skills, coursework, essay quality, recommendation, and overall potential.

In this manual, you will find a step-by-step guideline in navigating our new online application. Please be sure to read and follow all instructions. For full consideration, applications must be received in full by the application deadline; **late applications will not be accepted**. *Applying to H RTP does not guarantee an internship.*

Session	Application and Supporting Documents are due on:
Summer	February 15
Fall	August 15
Spring	November 15

**Specific start and end dates of internships are determined by the preceptor and intern.*

II. OVERVIEW

Eligibility Requirements

All applicants must:

- Currently be enrolled as a **matriculated** undergraduate, graduate, or professional student in a degree program at an accredited U.S. college or university.
Recent graduates are not eligible.
- Be in good academic standing, students must have a minimum GPA of 3.0 and above
- Be a New York City Resident (for the Spring and Fall sessions ONLY).
Residency is NOT required for the Summer session.

III. APPLICATION CHECKLIST

An H RTP application consists of:

1. **Résumé**

Please provide your most current résumé listing both paid and volunteer positions. A .pdf or MS word copy of your résumé must be sent to H RTP via e-mail.

2. **Personal Statement**

Your essay informs the program about your experience and goals. It will be reviewed as a writing sample and sent to potential preceptors. Carefully proof-read and edit your essay; spelling and grammatical errors will count against your overall application.

Your personal statement may be entered directly in the web-application form, or sent to H RTP via e-mail as an attachment (preferably in .pdf or .doc MS word format)

3. **Current School Transcript**

An official transcript **must be sent directly to the H RTP office**. Transcripts must reflect courses for which you are **currently registered**, even if grades are not yet available. For the purpose of submitting an application on time, H RTP will temporarily accept an unofficial copy; however, you **must still have an official one sent to the H RTP office**. H RTP's mailing address is:

NYC Department of Health and Mental Hygiene
H RTP: A Public Health Internship Program
42-09 28th St., CN#65, Queens, NY 11101-4132

4. **Academic Reference Form & Letter of Recommendation**

Your reference is required to complete the *Academic Reference form* **and** a *letter of recommendation*.

H RTP will accept Academic Reference Forms and letters of recommendation by e-mail or regular mail. If sent by e-mail, the letter must be on official letterhead, signed, and sent from the reference's university e-mail address (which H RTP will verify). If sent via regular mail, the letter must be on official letter head, be signed, and received in a sealed envelope with the author's signature across the seal.

Please note: an H RTP reference form is also required to complete your application package. You may download the form by [CLICKING HERE](#).

IV. NYC MED

In order to utilize the H RTP web-application system, interested H RTP applicants **must** register with NYC MED. NYC MED is a single point of entry for public users to access all of the NYC DOHMH online applications.

How do I register with NYC MED?

You can access and register with NYC MED by:

1. Visiting the H RTP website at <http://www.nyc.gov/health/hrtp> and clicking on the “**Log-In to NYC MED/H RTP Application**” link, or
2. by going directly on the NYC MED site: <http://www.nyc.gov/health/nycmed>.
You will be redirected to the NYC MED landing page.

Search | Email Updates | Contact Us
Residents | Business | Visitors | Government | Office of the Mayor

NYC Health THE NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE NYC MED

Community Services	Informational	Login to access NYC MED applications
NYC Condom Order Form NYC Dog Licensing NYC Tobacco Cessation Site	EpiQuery NYC Local Law 36 NYC Local Law 37 NYC Pesticide Use Reporting System Restaurant Inspection Website	Username : <input type="text"/> Password : <input type="password"/> <input type="button" value="Login"/> <input type="button" value="Reset"/>
Locator Services	Provider Services	Account Management
Child Care Locator Flu Locator Dispensing Site Locator HIV Clinic Locator	City Health Information Online Registration A1C Diabetes Registry: "Do Not Contact" Request HHS Contractors Incident Reporting Health Alert Network	Are you a DOHMH employee? <input type="radio"/> Yes <input checked="" type="radio"/> No Forgot Password? New users? Register here. For Online Registry Accounts Call 1-888-NYC-2323 To Contact NYC MED Email nycmed@health.nyc.gov Call NYC MED Helpdesk 1-888-NYC-2323

Contact Us | FAQs | Privacy Statement | Site Map
Copyright 2005 The City of New York

To register, click on “**New users? Register here**” You will be redirected to the **New User Registration Page**

A. NYCMED NEW USER REGISTRATION

Please complete the fields as accurately as possible (including the captcha code).

Be sure to record your **UserID/Username** and **Password** as you will need these to access your H RTP application.

Your password must be a minimum of 8 characters, containing at least one letter and one number (ex. Pa5sword).

After you complete your registration, you will return to the **NYCMED log-in page**.

Please log-in using your new userID and password. You will enter the **NYCMED LANDING PAGE**

The screenshot shows the 'New User Registration' form on the NYCMED website. The form includes sections for Name Information (First Name, Middle Initial, Last Name, Enter Email), Group Selection, Username Selection (Preferred UserID/Username, Enter Password, Re-Enter Password), Secret Question, Health Alert Network (Yes/No), Public Health Education (Yes/No), Reporting Central (Yes/No), eHealth/electronic System for HIV/AIDS Reporting and Evaluation (Yes/No), and various checkboxes for collaboration groups (Teens in NYC, OSCAR group). A CAPTCHA image with the text 'QQ4N4x4H' is visible at the bottom. A 'Next' button is located at the bottom right of the form.

B. NYCMED LANDING PAGE

The H RTP Web-Application can be accessed on the NYCMED landing page.

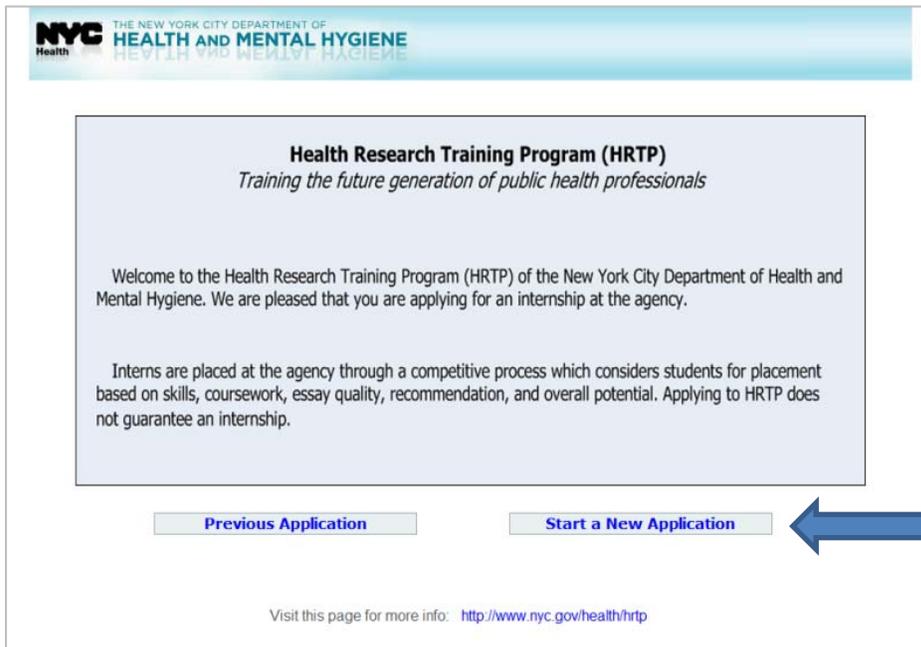
To access the H RTP web-based application, click on "H RTP" (under Continuing Education Tools)

Clicking on this link will bring you to the **Student Application Landing Page**

The screenshot shows the NYCMED landing page with a navigation bar at the top. The main content area is divided into several sections: 'Press Releases' with two news items, 'Alerts' showing 'No Record(s) Found.', and 'Application Links' which is divided into three columns. The first column includes 'Promote Quality Healthcare for All' and 'Continuing Education Tools'. The second column includes 'Promote Physical Activity and Healthy Eating' and 'Tools for registered providers and medical institutions'. The third column includes 'Raise Healthy Children' and 'NYC Emergency Preparedness'. A blue arrow points from the 'H RTP' link in the 'Continuing Education Tools' section to the text in the adjacent callout box.

V. H RTP WEB-BASED APPLICATION

A. Web-Application Landing Page



To create an application,
click on this link.
This will open the H RTP
Web-Application

B. Navigation Tabs

On top of the page, you will find a row of tabs:



Each tab corresponds to a page of the H RTP application. You can move between different sections of the application by clicking on the tabs, or by clicking on the buttons located on the top and bottom of the page.

Please read all instructions carefully.

Complete each section of the application as accurately as possible.

C. Tab 1: “Program-Overview-Checklist”

On this page, you will find a description/program overview, and an application checklist. In order to progress to the next pages, you will need to:

1. Click on the box stating “**I have read the program overview and checklist.**”
2. Click on “**Next>**”

D. Tab 2: “Student Information”

In this section, you will provide personal information. Please note that required fields are marked with an asterisk*.

E. Tab 3: “Interests – Skills – Coursework”

This page is divided into three sections: Areas of Interest, Skills (including language skills), and Coursework. You will be asked to click on the to make your selection.

F. Tab 4: “References”

This page allows you to:

A. Select an option to authorize H RTP to automatically send a blank academic reference form to the e-mail address that you will enter in the form, or

B. To download the attached reference form and send it to your academic reference directly. Your academic reference must send their completed form and letter via:

Fax: (347) 396-2891

e-mail: hrtip@health.nyc.gov

Postal mail:

NYC DOHMH H RTP

42-09 28th St., CN#65,

Queens, NY 11101

The screenshot shows the 'References' tab of the NYC Health and Mental Hygiene application. The form is titled 'Academic Reference' and includes the following sections:

- Your UserID:** A text input field with a note: 'You will need this User ID to return to your application. Please be sure to write your User ID down.'
- Academic Reference:** A section with a 'Click here to attach a file' button and a 'Description:' text area. Below it is a 'Date Uploaded:' field with a calendar icon and a note: '(mm/dd/yyyy)'. A red warning message states: 'Double-click the attachment to upload or view. As a student, you are not allowed to upload any documents'.
- Authorization:** A checkbox labeled 'I authorize H RTP to automatically send a blank Academic Reference form to the email address I listed for my academic reference after I click the "Save and Submit" button at the end of my application.'
- Reference Information:** A section with a note: 'The purpose of this section is to allow you to email a blank Reference form, as a PDF attachment to the academic reference. You will list the Reference Email Address, and when the application is submitted, the Reference form will be emailed to your Reference. You may also print a copy of the form by clicking on the Academic Reference Form below.' Below this are fields for 'Reference Name:' and 'Title:'.

A blue arrow points from a callout box to the 'Reference Name:' field.

Please make sure that you enter the information of your academic reference correctly.

G. Tab 5: “Personal Statement – Essay”

You may submit your essay in three ways:

1. Type it directly into the form
2. Cut and paste your 500 word essay into the form
3. Submit a .pdf or .doc MS word copy of your personal statement to H RTP via e-mail at hrrtp@health.nyc.gov.

Be sure your essay is labeled/saved using the filename:

**Personal Essay_Last
Name_First Name**

*For example:
Personal Essay_Doe_Jane*



H RTP staff will upload your file to your application. Once uploaded, you will be able to view it on your application. ***You cannot upload your essay file directly to the application.***

NYC THE NEW YORK CITY DEPARTMENT OF
Health **HEALTH AND MENTAL HYGIENE**
HEALTH AND MENTAL HYGIENE

Version V20612

Program Overview - Checklist Student Information Interest -Skills - CourseWork References **Personal Statement - Essay** Attachments Acknowledgements

Personal Statement/Essay

Your UserID is _____
You will need this User ID to return to your application. Please be sure to write your User ID down.

HEALTH RESEARCH TRAINING PROGRAM PERSONAL STATEMENT/ESSAY

Use this form to write and submit your essay to H RTP. Your application will not be considered complete without your essay. The student essay is an important component of the selection process. This essay is read by the review committee and potential preceptors. Please make sure to carefully proofread and review your essay before submitting it to H RTP. Students are encouraged to use personal stories, creativity, as well as critical analysis to inform the review committee about why public health is important to you. In no more than 500 words, answer the following questions: Why are you interested in public health? What will you contribute to H RTP if selected? How will this internship help you in the future? THIS SPACE WILL ONLY ACCEPT 500 WORDS (If you cannot see your text displayed in the box, then the reader will not be able to read your essay either.)

1. Why are you interested in public health?
2. What will you contribute to H RTP if selected?
3. How will this internship help you in the future?

Click here to attach a file

Essay: _____

Description: _____

Date Uploaded: _____ (mm/dd/yyyy)

Double-click the essay attachment to upload or view. As a student, you are not allowed to upload any documents
(If you cannot see your text displayed in the box, then the reader will not be able to read your essay either.)



Type or paste your essay into this form

Please note that this space will only accept 500 words

H. Tab 6: “Attachments”

This page is dedicated to your application components (*résumé*, *unofficial transcript*).

As an applicant, you **cannot** upload files directly to the web-application.

Please send your *résumé*,
unofficial college
transcripts, and/or your
essay to H RTP
via e-mail or postal mail

Once received, H RTP staff will upload your files to your application. After H RTP staff uploads your files, an automatic notification will also be sent to your e-mail. You may then view your uploaded file on your application.

I. Tab 7: “Acknowledgements”

On this page, you will acknowledge submission and completion of your H RTP application.

H RTP strongly suggests that you carefully read and review each portion of your application.

Please note: once you **SAVE AND SUBMIT**, you will be able to view your application but you will not be able to make modifications.

To review your application, select **PRINT**. This will open a printer-friendly page which will allow you to review and make changes to your application before submitting. Once you are satisfied with your application, select **SAVE AND SUBMIT**. Be sure to print a copy of your application for your files.

To submit your application, you **must** select **SAVE AND SUBMIT**. **Shortly thereafter, you will receive an e-mail from H RTP confirming receipt of your application.**

VI. REMINDERS

Late and incomplete applications will not be reviewed.

In addition to submitting an electronic application, please remember that HRTP must also receive **ALL** supporting documents on or before the application deadline in order for your application to be considered **COMPLETE**.

Supporting documents may be sent to our office:

Via e-mail: hntp@health.nyc.gov

Via postal mail:

New York City Department of Health and Mental Hygiene
HRTP: A Public Health Internship Program
42-09 28th St., CN#65
Queens, NY 11101-4132

To verify the status of your application, please log in to NYCMED.

For other questions, please visit our website at <http://www.nyc.gov/health/hntp> or e-mail us at hntp@health.nyc.gov.

Good luck!