



Nonprofit Management Certificate Program Agreement

Our *Nonprofit Management Certificate Program* provide the opportunity to learn new skills or improve existing skills in nonprofit management to gain a foundational knowledge of fundraising, effective leadership, and financial management to start or improve your nonprofit organization. You have up to 18 months to complete these courses. You must pass all courses and maintain a minimum GPA of 70%. (Please note: Ed2Go's passing grade is 65%; this does NOT meet VSU PACE's minimum requirement for our certificate programs.) Use the *Course Checklist & Certificate Request* form to keep track of your classes. Upon completion of all courses in the program, submit the *Course Checklist & Certificate Request* to VSU Professional & Community Education (PACE) in order to receive your program certificate.

Name: _____ SS# Last 4 digits: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening/Cell Phone: _____

E-mail Address: _____

The signature of the program participant indicates he or she has read all the information and agrees to the following provisions:

1. The application form above must be completed in its entirety and returned to Sue Bailey, Program Manager, VSU Professional & Community Education (PACE). VSU PACE must be notified of any changes in address, phone number or email.
2. For the *Nonprofit Management Certificate*, four required courses and three elective courses must be successfully completed. (For the core courses, there are three courses in the *Nonprofit Suite* plus *Writing Effective Grant Proposals*.)
3. There is no fee for the certificate program itself; fees are charged for the individual courses taken. These are non-credit hours, and this is not a degree program. Federal financial aid is not available.
4. Exceptions, if any, to the course requirement specifications must be approved by the Program Manager, PACE.
5. The time requirement of 18 months for completion may be extended due to extensive illness or other necessary administrative reasons with approval by the Program Manager, PACE.

6. VSU PACE reserves the right to amend our policies regarding the *Nonprofit Management Certificate Program* at any time and will contact those participants who may be affected by any policy adjustments.
7. A certificate will be given upon successful completion of all courses in the program and submission of the *Course Checklist & Certificate Request* form. VSU PACE will retain a permanent record of all courses taken.
8. This certificate program is designed to provide foundational skills and knowledge in writing effective grant proposals. VSU PACE does not guarantee employment or job advancement upon completion of this program.

Signed: _____ Date: _____
Participant

Signed: _____ Date: _____
Program Manager, PACE

Office Use Only

Program Beginning Date: _____

Program Completion Date: _____

Date Request for Certificate Received: _____

Minimum requirements met: Yes Date Certificate Issued: _____

No Reason: _____

Sue Bailey, Program Manager

subailey@valdosta.edu

Phone: 229-245-6484

Fax: 229-333-5397

Mail to:

VSU Continuing Education, Attn: Sue Bailey

1500 N Patterson Street, Valdosta, GA 31698-0435