



# ***New Manager Certificate Program Agreement***

The intent of VSU Professional & Community Education's *New Manager Certificate Program* is to provide foundational knowledge and skills that leaders need to achieve success in daily life and for career advancement. You have up to 18 months to complete these courses. You must pass all courses with a 70% 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.

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Name: \_\_\_\_\_ SS# Last 4 digits: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening/Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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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 PACE. VSU PACE must be notified of any changes in address, phone number or email.
2. For the *New Manager Certificate*, the "New Manager Suite" (consisting of three courses), "Keys to Effective Communication" and two elective courses must be successfully completed.
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 does not apply.
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 emergencies or other necessary administrative reasons with approval by the Program Manager, PACE.

6. VSU PACE reserves the right to amend our policies regarding these certificate programs and add or delete courses at any time and will contact those participants who may be affected by any policy adjustments.
7. Participants will receive individual certificates for each course successfully completed. A program certificate will be awarded upon successful completion of all courses in the program and submission of the *Course Checklist & Certificate Request* form. Valdosta State University PACE will retain a permanent record of all courses taken.
8. This certificate program is designed to provide foundational skills and knowledge. Valdosta State University PACE does not guarantee employment or job advancement upon completion of this program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Participant

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Manager, PACE

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**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  
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Mail to:  
VSU PACE, Attn: Sue Bailey  
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