



Administrative Assistant I & II Certificate Program Agreement

The purpose of VSU Continuing Education's *Administrative Assistant I & II Certificate Programs* is to enhance your understanding of and proficiency in up-to-date office skills and help you acquire business skills and professional knowledge that distinguish the qualified office assistant. You have up to 18 months to complete these courses. For online courses, you must pass the final exams with a minimum grade of 75%. Check with the program manager for minimum completion requirements for classes held onsite. 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 Continuing Education 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. VSU Continuing Education must be notified of any changes in address, phone number or email.
2. For the *Administrative Assistant I Certificate*, four required courses and two elective courses must be successfully completed. Please see the list of courses on the *Course Checklist & Certificate Request* form below.
3. For the *Administrative Assistant II Certificate*, an additional two courses are required. Please see the list of courses on the *Course Checklist & Certificate Request* form below.
4. 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. Other types of student loans (e.g. Sallie Mae Smart Option) may apply.

5. Exceptions, if any, to the course requirement specifications must be approved by the Program Manager, Continuing Education.
6. 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, Continuing Education.
7. VSU Continuing Education reserves the right to amend our policies regarding the *Administrative Assistant Certificate Program* at any time and will contact those participants who may be affected by any policy adjustments.
8. A certificate will be given upon successful completion of all courses in the program and submission of the *Course Checklist & Certificate Request* form. Valdosta State University Continuing Education will retain a permanent record of all courses taken.
9. This certificate program is designed to enhance your basic understanding of and proficiency in up-to-date office skills. Valdosta State University Continuing Education does not guarantee employment or job advancement upon completion of this program.

Signed: _____ Date: _____
Participant

Signed: _____ Date: _____
Program Manager, Continuing Education

Office Use Only

Program Beginning Date: _____

Program Completion Date: _____

Date Request for Certificate Received: _____

Minimum requirements met: Yes Date Certificate Issued: _____

No Reason: _____