



Project Management Certificate Program Agreement

The intent of VSU Professional & Community Education's *Project Management Certificate Program* is to provide foundational knowledge and skills to write effective grant proposals. Adding *Nonprofit Management* provides you with the basic knowledge and skills for working in a nonprofit environment. You have up to 18 months to complete these courses. You must pass all courses and maintain a minimum GPA of 70%. 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: _____

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 PACE. VSU PACE must be notified of any changes in address, phone number or email.
2. For the *Project Management Certificate*, four required courses and two elective courses must be successfully completed. (*Project Management Fundamentals Series* consists of two of the four required courses.)
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 these certificate programs at any time and will contact those participants who may be affected by any policy adjustments.

7. Participant 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

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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