

Office of Human Resources Workplace Learning Certificate Program Statement of Intent

Name: E-mail:

APU ID#: Office Number:

Position/Title: Dept:

Years of Employment: Supervisor Name:

Degree(s) Earned:

Type of Degree	Subject	Date Earned	Institution
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Degree	Subject	Date Earned	Institution
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Degree	Subject	Date Earned	Institution
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Currently enrolled in a Masters program at APU? Program Name Anticipated date of graduation:

Certificate Program Selection:

Please answer the following questions below (attach additional sheets if needed):

How did you learn about the certificate program?

What do you hope to gain from participating in and investing your time in obtaining the chosen certificate? How is the chosen certificate program applicable to your current position at APU or your overall career goals?

Certificate Program Statement of Intent

Please copy and paste below or attach a separate sheet to this application, your resumé and/or a Statement of Experience that clearly explains your leadership experiences.

Cost

- * 100 percent discount on first three units per semester
- * 75 percent discount on second three units per semester

Please refer to the Employee Handbook for additional information on the tuition benefit.

Completion

Employees may choose a one-year or two-year program completion time line. The program must be completed within four years from the date of acceptance.

Class Times

Classes meet once a week in the evenings, usually 4:45 to 9:45 p.m. or 5:55 to 9:55 p.m. depending on the program.

Certificate Program Prerequisites

1. Employees must have a bachelor’s degree from a regionally accredited institution with at least a 3.0 baccalaureate or master’s grade-point average on a 4.0 scale. Employees with a GPA of 2.5-2.99 may be considered for provisional admission.
2. Employees must work at APU for at least thirty hours per week and be a regular-status staff member throughout the duration of the program. In addition, all participants must have completed at least three months of their orientation period.
3. Employees must maintain acceptable work performance and be in good standing with the university in accordance with the Employee Handbook guidelines.
4. Employees currently enrolled in a corresponding master’s program are eligible to enroll in a certificate program provided they meet the application criteria and are notified of their acceptance by the Office of Human Resources. These employees must complete at least one course after acceptance into the certificate program; the remaining three courses will be counted upon proof of completion.

Application Process

University graduate and program admission requirements must be met before an application is complete. Please read more about graduate admission to the university at <http://www.apu.edu/graduatecenter/admissions/>.

Applicants should:

1. Submit a Statement of Intent describing professional goals, including reasons for seeking the specified certificate.
2. Submit a completed graduate application for admission. An online application is available.
3. Submit an Educational Benefit Request form.

The Office of Human Resources is available to assist you in the admission process as needed.

Once all application materials have been received, Graduate Admissions and the Workplace Learning staff will review the file. The employee will then be notified of his/her admission status. Academic advising with the appropriate program coordinator is then scheduled to determine course selections.

Completion of the Certificate Program

When you have completed the requirements for the certificate program, sign the Verification of Completion form and turn it in to the Office of Human Resources along with transcripts of the completed courses.

Workplace Learning will then review these materials to verify that they are complete and the requirements for the certificate have been met. The certificate will then be granted to the employee.

Should you have any questions, please refer to the HR Workplace Learning web site:

<http://www.apu.edu/humanresources/workplacelearning/certificates/> or e-mail: learning@apu.edu.

By submitting this form you are acknowledging that you have read and are aware of the certificate program guidelines noted above, as well as on the HR Workplace Learning web site, and policies pertaining to tuition benefits in the Employee Handbook.

OR

Submit all documents to:

Office of Human Resources

Attn: Workplace Learning / Esther Attebery

learning@apu.edu | Ph: (626) 815-4533 | Fx: (626) 815-4521

Remember to also send in your Grad Application, official UG transcripts, and Educational Benefit Request Form.

HR Office Use Only:	<i>Date & Initial</i>
<input type="checkbox"/> Form / Questions complete Date Received in HR _____	Program Rep. Notified: _____
<input type="checkbox"/> Grad Application <input type="checkbox"/> Non-Degree Seeking HR Workplace Learning Approval _____	Grad. Center Rep. Notified: _____
<input type="checkbox"/> Official UG transcripts E/R Approval _____	Applicant Notified: _____
<input type="checkbox"/> Education Benefit Request Form	Certificate Completed: _____