

FAQ

1. **How many hours is the certificate program?** 30 hours, 20 hours of core courses and 10 hours of electives.
2. **Do I have to commit to the whole certificate program?** Yes, we are asking that you commit to the whole 30 hours. If there are spaces left after the early registration cut-off date, we will allow others to register for individual classes on a first come, first serve basis.
3. **Is there a time frame for the certificate?** No, there is no time frame for completion. We designed the program to complete within a year but we realize that sometimes certain dates won't work for everyone so the participants will have to wait until the course is offered again.
4. **I want to take a few of the classes but I don't want the certificate program, can I do that?** Yes, we will allow participants to take the courses if there are seats available after all the people who are taking the certificate program are registered.
5. **When does the program begin?** Our first course is September 14, 2010.
6. **When will the courses be offered?** The course are anywhere from 2 to 4 hours and will begin at 8:00 a.m. and conclude by noon or sooner.
7. **How much do the courses cost?** The courses are being paid for from a grant from the President.
8. **Will this interfere with my fee waiver allocation for the year?** No, these courses are being funded by a grant.
9. **How do I register?** Participants can register using the form called Prof. Development Certificate Pgm. in Outlook under forms. Participants must get approval from their supervisors.
10. **I only work a ¾ quarter schedule; do I qualify to participate in the certificate program?** Yes, if you are a benefit eligible employee then you can participate in the certificate program. If there are seats available and with director or dean approval, those that are part time can participate too.
11. **When can I start registering for the courses?** When we get the form in Outlook we will let you know and you can start registering.
12. **Do I have to use vacation time to take these courses?** No, as long as your supervisor approves your time to participate.