

## MAC User's

*Have the Professional Development Certificate Program website available for reference. If you are a MAC user please e-mail Julie Brauser (jbrauser@usi.edu) with the following information:*

**Subject line:** Professional Development Certificate Pgm

Name

Employee ID number

Department

Director or Dean

Indicate whether you are support or administration

Indicate yes or no, if you plan to complete the certificate program

List the core classes that you can attend during this cycle

List from the electives, which course you plan to take during this cycle

List the name of any Extended Services Noncredit computer class you want to take

List the noncredit course number

List the noncredit date

List the noncredit start and end time

*When I receive your request, I will forward it to your approving manager for approval or denial.*