



Certificate Application Form Management Development Institute

Name _____ Title _____

Company _____ Birthday (month/day) _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ E-Mail _____

Supervisor's Name _____

Certificate Program: (check one)

_____ The **Human Resources Certificate** program consists of the core course, *Human Resources Fundamentals*, plus additional coursework to total a minimum of 60 hours.

_____ The **Supervision Certificate** program consists of either *Essentials of Supervision (36 hours)* or *Essentials of High Performance Supervision (7 hours)*, plus additional coursework to total a minimum of 60 hours.

_____ The **Administrative Excellence Certificate** program consists of the core course, *Leadership Essentials for Administrative Professionals*, plus additional coursework to total a minimum of 42 hours.

_____ The **Management Certificate** program consists of the core course, *The Effective Leader/Manager*, plus additional coursework to total a minimum of 56 hours.

My purpose for wanting to complete this certificate program is: (career advancement, company requirement, etc.)

Please fill out the above portion of this form completely and return it to the Management Development Institute so we may track your certificate progress. You have two years from the semester you take your first class to complete the certificate. To enroll in MDI seminars, you may fax or mail an enrollment form to MDI or register by phone or web.

FOR OFFICE USE ONLY

Accepted: _____ Coursework Began: _____ Coursework Completed: _____

Course Title	Code	Date	Hours