



How to achieve the Certificate of Achievement in Nonprofit Management:

- Participants must complete a total of 12 courses, with one course in each of the 7 specific focal areas. The remaining 5 courses can be electives of your choosing, allowing you to tailor your training to your educational and professional needs. Up to three technology courses, Spanish courses, or case management courses may be applied to the Certificate as well.
- You must earn an 'A' or a 'B' in each course to count it towards the Certificate. This can only be achieved by attending both days of the course in full and completing the assignment to the specifications set forth by your instructor.
- Participants should keep track of their courses and notify the NLP office when they believe they have achieved the necessary requirements to complete the program. The NLP staff is happy to assist you with this process. Attached please find a Course Tracking Form to help you maintain your progress. **If you decide to pursue the certificate, there is no need to contact the NLP office.**
- If you are already pursuing the NLP Certificate of Achievement in Nonprofit Management, please use the attached form to list previous and current courses you have taken. **Participants already pursuing the certificate also do not need to contact the NLP office.**
- Just keep track of your courses and go! There are no time requirements and participants are encouraged to take courses as often as they wish!

If you have any questions about the NLP Certificate of Achievement in Nonprofit Management, please contact the office at 827-0246 or nonprofit@vcu.edu