



## CERTIFICATE IN NONPROFIT MANAGEMENT

Revised May 2017

Based on successful programs at Duke and Indiana Universities, our certificate provides you with the fundamentals you need to build and hone your skills in nonprofit management. The workshops are affordable, informative, entertaining and rewarding.

Becoming certified is an effective way to advance your understanding of nonprofits, add to your resume and improve your organization to maximize success using valuable information you can implement immediately following each presentation.

## THE BASICS

Complete 60 hours of in-class learning and networking

- To be eligible to apply, complete 12 hours
- Complete 48 hours over the next 24 months

Total cost: \$750 - \$800

- Pay as you go

Enjoy all the benefits of the alumni community

Lourdes University accepts transfer credits from this program to pursue a Masters in Leadership Development

Questions? Contact us:

c4npr.org • info@c4npr.org • 419-241-9513

# EXPECTATIONS & GOALS

The goal of the Certificate in Nonprofit Management is to increase the skills, knowledge and abilities of nonprofit professionals. The certificate is required to be completed in 24 months from the date of application.

To complete the Certificate in Nonprofit Management, the applicant is required to complete 60 workshop hours in 6 tracks.

- Board Development
- Fundraising
- Financial Management
- Planning and Evaluation
- Human Resources and Leadership
- Marketing and Media

A 12-month extension can be requested by applicants to grant additional time to complete their certificate. Applications must be submitted for review prior to the 24-month deadline.

## LOURDES UNIVERSITY

Lourdes University will transfer your Certificate fundraising hours earned into their Masters of Leadership program. Contact Dr. Patrice McClellan at 419-517-8862 for information.

## HOW TO APPLY

To be eligible to apply, you are required to complete at least 12 workshop hours in the 12 months prior to submitting your application. You will be responsible for tracking and including these initial hours on your application.

The only cost to complete the Certificate in Nonprofit Management is the cost of the workshops you attend. There is not additional fee.

To apply, go to [c4npr.org](http://c4npr.org) and complete the application. Once your application has been approved, you will be added to our online database at [Thinkwave.com](http://Thinkwave.com). You will be notified by email, with instructions to log-in and set-up a username and password.

Sign-up for The Center's e-newsletter to receive notification of upcoming workshops.

# DURING THE PROGRAM

Thinkwave.com is the platform used to track your progress in the certificate program. You can log-in to check your progress at any point during the program. In addition, the Associate Director will send you progress reports after each workshop you attend and twice annually.

If at any point during the program you do not attend a workshop for 6+ months the status of your account will convert to "inactive." This status prompts the staff at The Center to check in with you and see how you are doing. Your credits will remain in the system until 24 months after your application date (or 36 hours in the case of an extension).

If your circumstances change and you are not able to continue with the Certificate, you can submit a request in writing to suspend your account for up to 3 years from the date your request is received. To reactivate your account you, contact the Associate Director to discuss the situation.

To ensure you continue to receive notifications and announcements, contact The Center with any changes to your contact information.

You will be notified when you are one month away from the 24-month deadline to allow you time to apply for an extension.

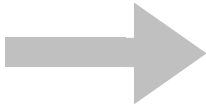
If at any point during the certificate program cost becomes a barrier to your completion, email the Associate Director. We do have some options for individuals who are paying for the program out-of-pocket or whose organizations do not have professional development budgets to support their completion.

## CELEBRATING CERTIFICATE COMPLETION

At the workshop where you complete all the requirements of the program, you will be awarded your certificate. You will also be welcomed into the alumni community to enjoy all the benefits that affords.

Of particular note is the digital marketing kit containing materials to help you distinguish yourself among nonprofit professionals.

# A STEP-BY-STEP GUIDE



Complete 12 hours of  
C4NPR workshops



Apply to the program.  
(go to [c4npr.org](http://c4npr.org))



Complete 48 additional  
hours in the 6 tracks within  
24 months.



**EARN YOUR CERTIFICATE!!**



Join the alumni  
community and continue  
your professional  
development journey.

If you haven't  
taken a workshop  
in 6 months your  
account will  
convert to  
"inactive." We will  
reach out to  
check-in.

Switch employers  
and have new  
challenges?  
Let us know! We  
can help you  
figure out how you  
can finish!

24 months not  
enough time?  
You can apply  
for a 12-  
month  
extension before  
you reach 24  
months at  
[c4npr.org](http://c4npr.org)

Not sure how far  
you are in the  
program?  
We send you  
progress reports  
after each  
workshop you  
attend and  
twice a year.

To ensure you receive notifications and announcements,  
contact The Center with changes in your contact information.