



# CERTIFICATE IN NONPROFIT MANAGEMENT MANUAL

The Center  
*for nonprofit resources*

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## GOAL

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 enrollment. Enrollment/Re-enrollment dates are determined by the date of acceptance into the program.

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

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

## HOW TO APPLY

To be eligible to apply, the applicants is required to complete at least 12 workshop hours in the year prior to submitting your application. The applicant is responsible for tracking these initial 12 hours. These hours must be accounted for on the application. Participants will be able to go back one calendar year to account for workshop hours when applying to the program (the first 12 hours must be taken within one year [365 days] of each other).

To apply, go to [c4npr.org](http://c4npr.org) and complete the application.

## WORKSHOP CREDIT

Once an individual has been accepted into the certificate program they are able to request credit for courses taken prior to their acceptance. To have credit for workshops taken prior to the 12-months leading up to application candidates simply email the Associate Director with the dates and titles of workshops.

## PROGRAM COST

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

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.

## STATUSES

There are four statuses in the Certificate in Nonprofit Management:

1. **Active**- Candidate who are in the program for less than 24 mos. and have attended a workshop in the past 6 mos.
2. **Inactive**- Candidates who are in the program for more than 24 mos. and/or have not

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attended a workshop in 6 mos. These individuals can apply for an extension. 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).

3. **Suspended-** If while a candidate is working on their certificate their circumstances change (ex. moving to another area, changing jobs, etc.) and they are no longer able to pursue your Certificate it is their responsibility to notify The Center and we will suspend their account. This allows them to keep all of the hours they have completed. Accounts can be suspended for up to three years. Accounts can only be suspended once. To re-active their account candidates simply contact the Associate Director. Those who suspend and re-active their accounts are able to apply for extensions.
4. **Lapsed-** When an individual has either not completed their certificate by the end of a granted extension or they have not applied for an extension and have been in the program for at least 24 months. When an individual's status is lapsed, they must fulfill the requirements to re-apply for the program to be permitted to continue. This means that an individual who has a lapsed status must complete 12 hours of workshops within a 12 month period and re-apply to the program. From this point the individual will have 24 months to complete their certificate. The 12 hours to re-apply and the hours they accumulated prior to being lapsed will all count toward their certificate.
5. **Retired-** The result of being "inactive" or "suspended" for 3 or more years. No longer eligible for extension. Retirement requires that participants restart the program if they decide they would like to pursue it in the future.

## THINKWAVE

Once an applicant has been enrolled into the program, s/he will be added to our online database at Thinkwave.com. The candidate will be notified by email, with instructions to log-in and set-up a username and password. Using these credentials, candidates can log-in to check their progress at any point during the program. In addition, the Associate Director will send progress reports to candidates after each workshop they attend and twice annually.

## EXTENSIONS

A 12-month extension can be requested by candidates to grant additional time to complete their certificate. Applications must be submitted for review prior to the 24-month deadline. Candidates will be notified when they are one month away from the 24-month deadline to allow time to apply for an extension.

## CERTIFICATE COMPLETION

At the workshop where the candidate completes all the requirements of the program, the candidate will be awarded his/her certificate. Graduates 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 certificate holders distinguish themselves among nonprofit professionals.



As a special incentive to continue your nonprofit management education, 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 about their program and this special opportunity.

## **GRANDFATHERING PROCESS**

- Those who apply to the program prior to 3.1.17 but who have completed 0 workshop hours will no longer be enrolled in the program. They will be required to re-enroll (and will be held to the requirements of new enrollees)
- Those who apply to the program prior to 3.1.17 that have fewer than 12 hours but more than 0 will be "grandfathered" into the program. They will still be enrolled and the date of their enrollment will remain the date of their first workshop.
- Those who apply to the program prior to 3.1.17 who have more than 12 hours, fewer than 60 and have been in the program for less than 24 months their status will either be "active" or "inactive" based on their activity.
- Those who apply to the program prior to 3.1.17 that have more than 12 hours, fewer than 60 and have been in the program for more than 24 months they will be required to apply for an extension within one month (March 31, 2017) of the changes to still be eligible for the program. If they do not apply for an extension they will be considered "inactive."
- Those who apply to the program after 3.1.17 will be required to meet the requirements set out in the brochure.

## **CONTACT**

If you have any questions about the program or any of the services offered through The Center. Don't hesitate to contact us at [info@c4npr.org](mailto:info@c4npr.org).