

**DATE ACCEPTED** (for Office use only)

## CERTIFICATE PROGRAM APPLICATION



**4 ways to apply!** Download this typewriter-enabled form to your computer, complete it using your computer and save. Then...

- Print, and bring it to our office **OR**
- Print, and fax it to **678-915-7490** **OR**
- Print, and mail **OR**
- By email attachment

**CONTINUING EDUCATION CENTER**  
Southern Polytechnic State University  
1100 South Marietta Parkway, Building #U  
Marietta, Georgia 30060-2896  
**coned@spsu.edu**

### Choose the Certificate Program of Interest

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> A+/Net+ Certificate</li> <li><input type="checkbox"/> AutoCAD Certificate</li> <li><input type="checkbox"/> CISCO Certified Network Associate (CCNA)</li> <li><input type="checkbox"/> Certified Information Systems Security Professional (CISSP) Certification</li> <li><input type="checkbox"/> E-Business Solutions in Java Certificate</li> <li><input type="checkbox"/> Embedded Systems Software Certificate</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Linux+ Certificate</li> <li><input type="checkbox"/> Microsoft Certified Application Developer (MCAD)</li> <li><input type="checkbox"/> Microsoft Certified Systems Administrator 2003 Certificate</li> <li><input type="checkbox"/> Microsoft Office Specialist</li> <li><input type="checkbox"/> Oracle 10g Database Certificate</li> <li><input type="checkbox"/> Professional Project Management Certificate</li> </ul> |
|--|---|

### Personal Information

Date of Application \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### Financial support provided by:

<ul style="list-style-type: none"> <li><input type="checkbox"/> Organization</li> <li><input type="checkbox"/> VA</li> <li><input type="checkbox"/> VA Voc-Rehab</li> <li><input type="checkbox"/> WIA county</li> <li><input type="checkbox"/> DOL Voc-Rehab</li> <li><input type="checkbox"/> Other</li> </ul>	<p>Contact's Name _____</p> <p>Contact's Phone # _____</p> <p>* These programs are not eligible for Financial Aid. *</p>
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## Educational Background

High School Diploma     No     Yes

First degree earned \_\_\_\_\_ First major \_\_\_\_\_

First college attended \_\_\_\_\_ Date first degree was earned \_\_\_\_\_

Second degree earned \_\_\_\_\_ Second major \_\_\_\_\_

Second college attended \_\_\_\_\_ Date second degree was earned \_\_\_\_\_

Other colleges attended / degrees earned / certificates earned \_\_\_\_\_

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## Computer Experience

Experience Level     0 to 3 years     4 to 6 years     7 or more years

Which operating system(s) are you familiar with? (check all that apply or "N/A"):

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Windows 2000 | <input type="checkbox"/> Windows Vista           |
| <input type="checkbox"/> Windows 2003 | <input type="checkbox"/> N/A                     |
| <input type="checkbox"/> Windows NT   | <input type="checkbox"/> Other Operating Systems |
| <input type="checkbox"/> Windows XP   |  |

Which word processing program(s) are you familiar with? (check all that apply or "N/A"):

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Word 97   | <input type="checkbox"/> Word 2007                      |
| <input type="checkbox"/> Word 2000 | <input type="checkbox"/> N/A                            |
| <input type="checkbox"/> Word XP   | <input type="checkbox"/> Other Word Processing Software |
| <input type="checkbox"/> Word 2003 |   |

Which Spreadsheet program(s) are you familiar with? (check all that apply or "N/A"):

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Excel 97   | <input type="checkbox"/> Excel 2007                 |
| <input type="checkbox"/> Excel 2000 | <input type="checkbox"/> N/A                        |
| <input type="checkbox"/> Excel XP   | <input type="checkbox"/> Other Spreadsheet Software |
| <input type="checkbox"/> Excel 2003 |   |

Which Database program(s) are you familiar with? (check all that apply or "N/A"):

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Access     | <input type="checkbox"/> SQL Server              |
| <input type="checkbox"/> MySQL      | <input type="checkbox"/> N/A                     |
| <input type="checkbox"/> Oracle     | <input type="checkbox"/> Other Database Software |
| <input type="checkbox"/> PostgreSQL |  |

Microsoft Project 2003 or higher     N/A     No     Yes

Other Relevant Software and Versions \_\_\_\_\_

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**Program Interest**

How did you learn of this program?

- Email request
- Faculty/Staff
- Links Catalog
- Mailing

- Marquee
- Internet / Search
- Other

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**Reasons for Applying**

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**Application Fee**

\$10.00, non-refundable

Course \_\_\_\_\_ Begin Date \_\_\_\_\_ Course # \_\_\_\_\_

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Course \_\_\_\_\_ Begin Date \_\_\_\_\_ Course # \_\_\_\_\_

Course \_\_\_\_\_ Begin Date \_\_\_\_\_ Course # \_\_\_\_\_

Method of Payment

- Cash     Check     Mastercard     VISA     American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name as it appears on the card \_\_\_\_\_

Signature \_\_\_\_\_

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**Work Experience**

Please attach resumé.

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