

NAME: \_\_\_\_\_ Month/Day of Birth: \_\_\_\_/\_\_\_\_

Organization: \_\_\_\_\_

Email address: \_\_\_\_\_ Tel# \_\_\_\_\_

This certificate is designed to provide the participant with personal development training that will assist at home and on the job. Take one or more classes of interest or take all seven programs to earn this certificate.

**REQUIRED COURSES:**

GRADE	DATE COMPLETED	COURSE	DELIVERY OPTIONS				
			L	W	SP	ILO	GL
		Leaders and Work-Life Balance			●		
		Resilience			●		
		Developing as a Professional					●
		Personal Branding			●		
		Networking for Success			●		
		Ideas into Action			●		
		Effective Listening Skills			●		
		Balancing Your Priorities			●		
		Diversity Awareness	●		●		

L= Live    W=CFTEA Webcourse    SP= Self-paced Online    ILO = Instructor-Led Online    GL = Guided Learning

PLEASE CONTACT THE CFTEA OFFICE FOR CONFIRMATION OF COMPLETION WHEN APPROACHING COMPLETION OF A CERTIFICATE OR DIPLOMA