



Certificate in Nonprofit Management Course Tracking Form

- 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.
- 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!

FOCAL AREA ONE – The Nonprofit Sector

_____	Year/Term: _____
_____	Year/Term: _____
_____	Year/Term: _____

FOCAL AREA TWO – Nonprofit Law, Ethics, and Advocacy

_____	Year/Term: _____
_____	Year/Term: _____
_____	Year/Term: _____

FOCAL AREA THREE – Organizational and Leadership Development

_____	Year/Term: _____
_____	Year/Term: _____
_____	Year/Term: _____

FOCAL AREA FOUR – Fund Development and Communication

_____	Year/Term: _____
_____	Year/Term: _____
_____	Year/Term: _____

FOCAL AREA FIVE – Financial Management

_____	Year/Term: _____
_____	Year/Term: _____
_____	Year/Term: _____

FOCAL AREA SIX – Human Resources Management

_____	Year/Term: _____
_____	Year/Term: _____
_____	Year/Term: _____

FOCAL AREA SEVEN – Strategic Program Design

_____	Year/Term: _____
_____	Year/Term: _____
_____	Year/Term: _____

Elective Courses

_____	Year/Term: _____
_____	Year/Term: _____
_____	Year/Term: _____