

## The Continuing Education Certificate in Nonprofit Management

WVU School of Social Work

- What:** A continuing education certificate program focused on the fundamentals of nonprofit management.
- For Whom:** Professionals who have assumed (or are interested in pursuing) executive and supervisory positions in the voluntary and public sectors.
- Why:** Competition in the nonprofit sector has become fierce. Expertise in the many facets of nonprofit management could make the difference in the success of programs. Some helping professionals take on executive and supervisory positions in the voluntary and public sectors without having nonprofit administrative training as a focus of their formal education. Participation in an instructional program such as the Continuing Education Certificate in Nonprofit Management will enhance participants' ability to deliver effective services in the nonprofit arena.
- How:** Complete a Continuing Education Certificate in Nonprofit Management application with WVU School of Social Work. Begin attending continuing education events approved for the Continuing Education Certificate in Nonprofit Management.  
*Note: The WVU School of Social Work will offer some courses; other continuing education providers (i.e. NASW) will also provide approved sessions; and some classes are online.*
- Details:** Coursework in the identified core areas is mandatory. It will entail 80 CE hours (10-15 CE hours in each area). "Mini-certificates" will be awarded (at the participants' request) as each core area is completed. This program is self-paced. The core areas do not need to be completed in any particular order. An additional 20 CE hours will need to be completed in approved electives or special topic areas. Some courses are available online, but the whole program cannot be completed online. A final capstone exit interview/paper will occur at the completion of all the coursework. Participants will have up to 3 years from their date of application to complete the full certificate.

### Six Core Areas:

**Nonprofit Fundamentals  
Board of Directors/Governance  
Financial Management  
Resource Development  
Human Resource Development  
Service Provision**

### Electives/Special Topics:

**Marketing and Media  
Facilities Management  
Capital Campaigns  
...and more**

- Costs:** A \$30 application fee plus cost of the CE events.

*For more information or to download an application packet, go to*  
<http://socialwork.wvu.edu/continuing-education/continuing-education-certificate-in-nonprofit-management>  
*or contact Jacki Englehardt, Director of Professional & Community Education, WVU, 304-293-3280*  
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