



Certificate Programs

INFORMATION

A certificate or achievement program is a set of courses that provides you with skills to begin a career, advance in a current position, or attain professional growth.

■ Benefits

As a student in a certificate program, you will obtain training to give you advantages in the job market. Including certificate and achievement program information on your résumé enhances your ability to gain new employment or to increase your chances for promotion.

■ Prerequisites

You must be able to read and write English and be at least 18 years old. A high school diploma is not required; however, you are strongly urged to acquire one (see page 51).

■ How to Register

Complete the Registration Form on page 63 for courses you wish to attend this term. To create a permanent record, return the Certificate & Achievement Program Registration Form with \$50 payment. Fee is non-refundable. Class records are retained once this fee is paid.

For advice regarding which program best suits your needs, contact the ACE educational counselor at 703-658-2709.

CERTIFICATE PROGRAM TEST-OUTS

Test out of some courses if you feel qualified. Please contact the program specialist for your certificate program for test out opportunities.

CERTIFICATE PROGRAM E-MAIL ADDRESS

- **business@fcps.edu**
Accounting Assistant, Administrative Assistant, and Human Resources Management
- **comptraining@fcps.edu**
Computer Support Technician and Web Developer
- **healthmed@fcps.edu**
Dental Assistant, Home Health Care Aide, Medical Administrative Assistant, Medical Assistant, Medical Insurance Biller, and Veterinary Assistant
- **tradeandindustry@fcps.edu**
Property Maintenance Technician

CERTIFICATE PROGRAM REGISTRATION FORM

Want to register for a class? See page 55.

male female Check if change of address

ACE PARTICIPANT ID NUMBER _____

FIRST NAME _____ MI _____ LAST NAME _____

STREET ADDRESS _____ APT # _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE _____ BUSINESS PHONE _____ E-MAIL ADDRESS _____

CERTIFICATE PROGRAM REGISTRATION FEE—\$50
Class records are retained once this fee is paid.

PAYMENT METHOD (check one): MasterCard VISA Check

CARD NUMBER _____

CARDHOLDER'S SIGNATURE _____ EXPIRATION DATE (MONTH, YEAR) _____

PLEASE PRINT CARDHOLDER'S NAME CLEARLY (AS IT APPEARS ON CARD) _____

CARDHOLDER'S ADDRESS/PHONE NUMBER (IF DIFFERENT FROM ABOVE) _____

Enroll me in the following program:

CERTIFICATE PROGRAMS

- | | |
|--|--|
| <input type="checkbox"/> CE01000 Accounting Assistant 4 | <input type="checkbox"/> CE01004 Medical Administrative Assistant 20 |
| <input type="checkbox"/> CE01016 Administrative Assistant 4 | <input type="checkbox"/> CE01002 Medical Assistant 20 |
| <input type="checkbox"/> CE02000 Computer Support Technician 8 | <input type="checkbox"/> CE01020 Medical Insurance Biller 20 |
| <input type="checkbox"/> CE01022 Dental Assistant 20 | <input type="checkbox"/> CE01006 Property Maintenance Technician 29 |
| <input type="checkbox"/> CE01005 Home Health Care Aide 20 | <input type="checkbox"/> CE01050 Veterinary Assistant 20 |
| <input type="checkbox"/> CE01018 Human Resources Management 6 | <input type="checkbox"/> CE02020 Web Designer/Developer 8 |



NOTE: If you do not see your certificate program listed it may be under review. Please call 703-658-1244 as soon as possible as you will need to complete your program this fall! Thank you for your understanding.