

## 2018 Supervisory Certificate Program

Applicant Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Department or Elected Office \_\_\_\_\_ Division \_\_\_\_\_

Email Address \_\_\_\_\_ Work Phone \_\_\_\_\_

In a brief paragraph, please explain why you would like to be considered for the Supervisory Certificate Program.

### Commitment

The Supervisory Certificate Program consists of ten core classes and three elective classes for a total of 52+ hours of classroom instruction. All core classes will be offered twice in 2018. In addition to coursework, employees are expected to complete a Management Essentials Assessment and a Supervisor Action Plan. The assessment is a short "open book" test. Participants and their supervisor will work together on an Action Plan that defines goals based on what you learned in your core courses.

It is recommended that the Supervisory Certificate Program be completed in one year. If necessary, a one-year continuance may be issued.

Participants in the Supervisory Certificate Program will no longer receive six-months of experience credit upon completion. If you are interested in receiving experience credit please review the Supervisor Credit Program requirements.

### Signature and Endorsement

**Applications with supervisory endorsement are due to Employees' University by January 12, 2018.**

I understand the commitment involved and wish to be enrolled in the 2018 Supervisory Certificate Program.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand the commitment involved and I am willing to support and encourage this individual's participation in the program.

Supervisor's Email \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Admission decisions will be made by Department Director/Elected Official or their designee.**

Elected Officials or Department

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicants - Please send the completed application to Mary Van Buren at [MVanBuren@slco.org](mailto:MVanBuren@slco.org) or send it through the courier to HR, Employees' University, N4-700 by January 12, 2018. Successful applicants will be notified by January 26, 2018 as to the status of their application.

Mandatory 1.5-hour Supervisory Certificate Program Orientation on February 8, 2018 starting 8:30 am or 1:00 pm in the Employees' University training room, N4-850.