



Application Form Certificate Programs

Name _____ Faculty Staff

Title _____ Department: _____

Email: _____ Work phone: _____

I am applying to participate in the program indicated below. I understand that Certificates/diplomas will be granted by Human Resources after successful completion of all of the required courses and paper, where applicable (see below). A full description of the programs, including eligibility, course fees/cancellation policies etc. can be found at <http://web.uvic.ca/hr/training>.

- Effective Workplace Relations (EWR) Certificate Program**
- Stepping Up to Supervisor Series (SU2S)**
- Supervising for Success (S4S) Certificate Program**
- Managing for Results (M4R) Certificate Program**

ASSESSMENT/GRADUATION:

Following successful completion of all CORE courses for your program, write a 8 to 10 page reflective paper describing what you have learned and how you have applied the learning in your work at UVic. Submit this, with proof of attendance (transcript from Continuing Studies website*) of all courses to Human Resources. A certificate of completion will be granted by HR once your submission has been reviewed and approved.

I understand the above requirements for completion, I have read the course fee/cancelation policy and hereby apply for the above program.

Employee Signature _____ Date: _____

Supervisor's Name (printed) _____

Supervisor's Approval (signature) _____ FAST Account # _____

* go to <http://uvcs.uvic.ca> – my account (top right hand corner) and sign in using your netlink id