



## NON-DEGREE ONLINE CERTIFICATE IN HUMAN RESOURCES DEVELOPMENT

- I. **PROGRAM DESCRIPTION:** The twelve-credit online certificate program is designed for those working or interested in working in human resources development and who want to improve their skills and knowledge with regard to learning in the workplace.

These courses can also be counted towards a Rutgers Graduate School of Education 30-credit, fully online master's degree in Adult and Continuing Education.

**This program does not include coursework leading to a New Jersey school personnel license.**

- II. **APPLICATION DEADLINES:** No applicants can be admitted less than two weeks before the beginning of the semester in which the program would be started. Applications must be submitted and complete at least two weeks before the beginning of the semester.

- III. **APPLICATION REQUIREMENTS:** To be considered for admission to the program, applicants must provide all of the following:

1. Personal statement/narrative (approximately one page in length) that describes why the program is relevant to the applicant's interests and/or career goals
2. One letter of recommendation which describes the applicant's potential to be successful in the program
3. Official undergraduate transcripts

Only complete applications will be reviewed.

- IV. **HOW TO APPLY:**

**Current Rutgers University Students:** All applicants who are **currently** enrolled in a program at Rutgers University and wish to begin the endorsement program while continuing their current program should contact the GSE Office of Student and Academic Services (OSAS) at [academic.services@gse.rutgers.edu](mailto:academic.services@gse.rutgers.edu).

**Non-Rutgers University Students:** Applicants who are **not currently** enrolled in a program at Rutgers University apply online at the Graduate Admissions website: <http://gradstudy.rutgers.edu/>

1. Click on "Create Account or Login" and follow the instructions given.
2. Under "Start an application today!", click **Apply Now**
3. For "Level of Application", select **Graduate**
4. For "Applicant Type", select **Certificate**
5. Continue filling out the application, following the on-screen instructions.
6. Under "Program Information", make sure **Certificate** is selected for "Applicant Type"
7. For "Area of Study", select **Education**
8. For "Location/Instructional Method", select **Online**
9. For "Program Selection", select **Education - Human Resources Development (Certificate) Online**
10. Complete the rest of the application by providing the requested information.
11. Supporting materials should be submitted online. Materials that must be mailed should be addressed to: Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, Proctor Hall, Suite 308, 65 Davidson Road, Piscataway, NJ 08854, U.S.A.
12. Enter payment information for the non-refundable application fee.
13. Submit your application.

Applicants are responsible for reviewing and confirming that they meet program requirements **before** the application is submitted. Rutgers Graduate School of Education **WILL NOT** refund the application fee if an applicant is not accepted.

When the entire application process is complete, students simply register for the courses in the program as described on the program handouts and on the GSE website [gse.rutgers.edu](http://gse.rutgers.edu). It is the responsibility of the student to enroll in all of the required courses through Rutgers University. **No program requirements may be met at any other institution.** Students are expected to maintain a “B” or better average as a non-degree student. Accepted students will have 5 years to complete the program.

After completing all of the required courses in the program, students should contact the Office of Academic Services at the GSE. Students will receive official documentation of their completion, endorsed by the Rutgers University Graduate School of Education.

**V. PROFESSIONAL EDUCATION REQUIREMENTS:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
15:233:542 <b>or</b> 15:233:543	Introduction to Adult and Continuing Education <b>or</b> Understanding the Adult Learner	3
15:233:560	Foundations of Human Resources Development	3
15:233:561	Career and Workforce Development	3
15:233:562	Human Resources Development: Profession and Practice	3
	<b>Total Credits</b>	12