Digital Photography Certificate Program Application

The intent of VSU's *Digital Photography Certificate Program* is to help you acquire a foundation of knowledge and skills in digital photography and camera operation. You have up to 18 months to complete these courses. For online courses, you must pass the final exams with a minimum grade of 70%. (Please note that Ed2Go's passing score of 65% does not meet VSU PACE's requirements for this certificate.) Use the *Course Checklist & Certificate Request* form below to keep track of your classes. Upon completion of all courses in the program, submit the *Course Checklist & Certificate Request* to VSU Professional & Community Education in order to receive your program certificate.

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening/Cell Phone: _____

E-mail Address: _____

The signature of the program participant indicates he or she has read all the information and agrees to the following provisions:

1. The application form above must be completed in its entirety. VSU PACE must be notified of any changes in address, phone number or email.
2. For the *Digital Photography Certificate*, two required courses and three elective courses must be successfully completed. Please see the list of courses on the *Course Checklist & Certificate Request* form below.
3. There is no fee for the certificate program itself; fees are charged for the individual courses taken. These are non-credit hours, and this is not a degree program. Federal financial aid is not available.
4. Exceptions, if any, to the course requirement specifications must be approved by the Program Manager, Office of Professional & Community Education.
5. The time requirement of 18 months for completion may be extended due to extensive illness or other necessary administrative reasons with approval by the Program Manager, Office of Professional & Community Education.

6. VSU PACE reserves the right to amend our policies regarding the *Digital Photography Certificate Program* at any time and will contact those participants who may be affected by any policy adjustments.

7. A certificate will be given upon successful completion of all courses in the program and submission of the *Course Checklist & Certificate Request* form. Valdosta State University Office of Professional & Community Education will retain a permanent record of all courses taken.

8. This certificate program is designed to enhance your basic understanding of and proficiency in digital photography skills. Valdosta State University PACE does not guarantee employment or job advancement upon completion of this program.

Signed: _____ Date: _____
        Participant

Signed: _____ Date: _____
        Program Manager, Professional & Community Education

Office Use Only

Program Beginning Date: _____

Program Completion Date: _____

Date Request for Certificate Received: _____

Minimum requirements met: _____ Yes   Date Certificate Issued: _____

                           _____ No   Reason: _____