

Professional Certificate Programs

Applying for a Certificate Program

To earn a certificate, students must apply for and be accepted into a program and successfully complete program requirements. **Students must have a high school diploma or GED to be admitted***. To apply, (1) request a Certificate Program Application form by calling (718) 960-8512 (specify program for which you are applying) or visiting our website at <http://www.lehman.cuny.edu/depts/ceforms.html>, (2) submit the application with a 200-word statement indicating your reasons for wishing to be admitted, (3) forward photocopy of high school diploma or GED or official transcripts (highest level of college completed and/or continuing education units), and (4) include a \$25 check or money order (non-refundable) payable to LEHMAN COLLEGE. Send the above items to: Maryann Drago-Dowling, Registrar, Lehman College, Office of Continuing Education, 250 Bedford Park Boulevard West, Bronx, New York 10468-1589.

Those planning to complete a certificate program may enroll in a maximum of two courses without being formally admitted. *Certificate requirements are those in effect at the time a student's application is accepted by the Director of Continuing Education.*

INDIVIDUAL COURSES MAY BE SELECTED BY THOSE NOT PLANNING TO COMPLETE A CERTIFICATE PROGRAM.

All program coordinators are available to provide individual counseling by appointment. Please call (718) 960-8512.

*For *Personal Financial Planning* and *Paralegal Studies Programs*, see Admission Policy on page 9 and page 10.

For *Alcoholism and Substance Abuse Counselor Program*, submit application with a resume by February 18. For *Cancer Registry Management Program*, see page 25.

FREE CAREER SEMINARS

Saturday, January 17, 10-11:30 a.m.

- Small Business Management
- Personal Financial Planning
- Paralegal Studies
- Computing and Information Technology
- Alcoholism and Substance Abuse Counselor
- Child Care

Call (718) 960-8512 for meeting room location

OPEN HOUSE FOR CERTIFICATE PROGRAMS

Wednesday, January 28, 7-9 p.m.

The Open House is for all community members interested in exploring careers in the professional fields listed below. Call (718) 960-8512 for meeting room location and other information.

- Business Bookkeeping and Accountant Assistant
- Small Business Management
- Personal Financial Planning
- Paralegal Studies
- Legal Secretary Studies
- Microcomputer Applications
- Advanced Microcomputer Applications
- Desktop Publishing, Graphics and Web Design
- Microcomputer Technical Support
- Secretarial Studies
- Administrative Assistant
- Health Information Technology: Medical Record Technician; Medical Record Coder; Medical Biller; Medical Office Administrative Assistant; Medical Transcriptionist
- Cancer Registry Management
- Alcoholism and Substance Abuse Counselor
- Child Care
- Real Estate
- Insurance
- Travel and Tourism