**Finance & Administration Certificate Training**

**\*\*NEW PARTICIPANT\*\***

**INTENT TO ENROLL – FACT 2015-2016**

**Tuesday afternoons, October 20 – November 17 1:30-4:30 pm**

***ALL CLASSES HELD IN WINE-PRICE, PATHWAYS TRAINING CENTER***

Participant Name: Department:

Email: Phone: MSC:

Supervisor’s Name: Email: Phone:

Briefly describe your administration and finance related duties:

Are you currently a “fiscal contact”? Yes or No

If yes, list one of the Deptids for which you are the fiscal contact:

Participation in the 2015-16 FACT cohort will be determined based on the following criteria:

* Continuous employment at James Madison University for one full year (exceptions may be considered)
* Completion and use of skills gained in: eVA Overview #IT502, Finance Overview #IT610, Finance Reading Reports #IT612, Finance 101 Series (Attach printout from your MyMadison Training Summary showing completion of these workshops.)
* Participant’s on-going active participation in the Finance Forum
* Date completed application is received
* **Priority will be given to staff required to routinely implement procedures covered by this certification program**

Signatures below indicate understanding that participants will be learning about various areas of administration and finance in addition to those functions applicable to current job responsibilities. This also represents commitment to complete the course (including obtaining any missed information from fellow participants or course leaders, **there are no make-up sessions**. Missing more than one session will result in not receiving a completed course indicator in your MyMadison training summary or a program certificate.)

Participant Signature: Date:

Supervisor’s Approving Signature: Date:

***Return this completed Intent to Enroll form & the required Training Summary****;* showing completion of the pre-requisite IT 502, 610, and 612 training courses as well as Finance Forum participation, to the Cash & Investments Office, attention Ramona Stevens, MSC 5711. Enrollment will be handled by Finance; you will not be able to self-enroll via MyMadison.