



Notice of Intent to Participate
in the
James Madison University
Administrative Assistant Certificate Program (AACP)

The filing of this Notice:

- Encourages, but in no way binds, participant to complete the program
- Indicates supervisor agreement to employee participation in the program
- Recognizes that the supervisor has responsibility for maintaining business processes and can set parameters for workshop attendance in accordance with that responsibility
- Assists the Talent Development department in scheduling modules based on level of interest in the program

Please complete this section:

Date:

Participant Name:

Department:

Division:

MSC:

E-mail Address:

Office Phone Number:

Participant Signature: _____ **Date:** _____

Supervisor Name (please print): _____

Supervisor Signature: _____ **Date:** _____

Send completed form to: Talent Development at MSC 5808, email a scanned copy to td@jmu.edu or bring with you to TD2277. If you have any questions please contact Suzanne Vance at 8-4101 or vancesn@jmu.edu. (Revised: 1/3/18)