



**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](mailto:td@jmu.edu) or bring with you to TD2277. If you have any questions please contact the Talent Development team at [td@jmu.edu](mailto:td@jmu.edu) at 8-4104. (Revised: 7/8/20)