

**Advanced Administration Assistant Certificate Training  
(Advanced AACP)**

**Notice of Intent to Participate**

Participant Name: \_\_\_\_\_ Department: \_\_\_\_\_

Hire Date: \_\_\_\_\_ JACard#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ MSC: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Briefly describe your administrative duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participation in the Advanced AACP 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 the Basic Administrative Assistant Certificate Program (AACP)
- Currently serving in an Administrative Assistant role for minimum of two full years

**Signatures below indicate understanding that participants will be learning about various areas of administrative assistant skills and functions applicable to current job responsibilities. This also represents commitment to complete the program. Some workshops may need to be repeated if they are not completed within three years from the date of this form in order to receive a certificate.**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Approving Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed form to Talent Development, MSC 5808 or email a scanned copy to [td@jmu.edu](mailto:td@jmu.edu). If you have any questions, please contact a member of the Talent Development team at (540)568-4104 or [td@jmu.edu](mailto:td@jmu.edu).