

**Financial Management Certificate Program (FMCP)
2009/2010 Application**

Application Deadline:

Complete application packages must be received by Control Unit managers no later than
Monday, April 6, 2009

Application forms are submitted by the applicant through their supervisor and Unit/Department manager to Control Unit managers. Control Unit managers submit approved applicants to the Controller's Office. The Controller's Office does not accept applications directly from applicants.

Important Dates for Cohort 9

Informational sessions: March 3, 2009 from 3:30 to 5:00pm, 150 University Hall
 March 11, 2009 from 2:00 to 3:30pm, 150 University Hall

Application receipt deadline: April 6, 2009 to your Control Unit manager

Notification of acceptance: April 27, 2009

Orientation for Cohort 9: May 5, 2009 from 3:30 to 5:00pm, 150 University Hall

Core courses: May 13, June 9, June 24, July 22, August 20, September 16,
 October 6, and November 5. Classes typically meet from 9
 a.m. to noon.

About the Program:

The Financial Management Certificate Program (FMCP) provides comprehensive training emphasizing ethical management, good business practices, sound judgment, quality risk assessment skills, and the development and monitoring of effective internal controls. The program is designed to enable business officers to manage their operations more effectively and efficiently, foster a highly ethical controls environment across campus, and ensure reliable financial information in compliance with laws, regulations and University policies. The program is intended to cultivate a diverse pool of highly talented and motivated staff interested in pursuing financial management positions.

The FMCP combines classroom, case study, and online learning. To receive a certificate, participants must satisfactorily complete six core and three elective classroom courses, a series of online courses, online assessment tests, homework assignments, a group midterm presented to an assessment committee, and a timed in-class final using a computer. Work outside of the classroom is required.

Participant Eligibility:

Current business officers and staff who hope to become business officers in the next few years are eligible to participate in the program. Admission to the program requires a commitment to complete the full program within 12-18 months after being admitted.

Because of the demand for this program, a prospective participant's enrollment priority will be determined by each Vice Chancellor's Control Unit manager. Enrollment is limited to 40 participants per cohort. New cohorts are formed twice per calendar year.

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Applicant Instructions:

Submit the following materials to your supervisor in advance of the deadline so that your supervisor can complete the package and submit it to your Control Unit manager by April 6, 2009.

- Signed Application Form (see page 3 of this document)
- Applicant statement (see page 4 of this document)
- Work History
 - Please attach a summary (resume or similar document) of your work history. If you have been with UC Berkeley for less than 5 years, include information on your work history prior to joining the UCB.
- Position Description
 - Please attach a copy of your current job description.

Supervisor Instructions:

Your approval of this application is your commitment to provide adequate time for the applicant to complete the program within 12-18 months.

Please send the application package (approved application form, applicant statement, work history, position description) to your Control Unit manager **no later than April 6, 2009**. If you are not the Unit/Department manager, please route your employee's application package through your Unit/Department manager to the Control Unit manager.

Control Unit Managers:	
Administration	Khira Griscavage
Chancellor's Office	Steve Garber
Executive Vice Chancellor & Provost	See web site for list
Facilities Services	Carol Sypher
Student Affairs	Jodie Rouse
University Relations	Loraine Binion
Research	Anne Benker
Equity and Inclusion	Norma Partridge-Wallace

Control Unit Instructions:

Applications should be submitted to you by the applicants' supervisors no later than April 6, 2009. Please review your applicants, determine which applicants should be admitted to the program, and their relative ranking in case not all of your approved applicants can be accommodated for Cohort 9.

Please submit no later than **April 20, 2009** to FMCP@berkeley.edu:

- List of approved and ranked applicants.
- The application forms for approved applicants only (e-mail attachment or pdf preferred).

Please notify applicants (and their supervisors) that are not approved no later than April 27, 2009.

**Financial Management Certificate Program (FMCP)
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Applicant Information:

Last name: _____ First name: _____

Employee ID number: _____

Title: _____

Department name: _____

Telephone: _____ e-mail address: _____

Time in present position: _____ Total time with UCB: _____ Total time with UC: _____

I have read the information about the Financial Management Certificate Program available on the web site and presented at the information sessions. I understand that:

- *To successfully complete the program, I must complete six core and three elective classroom courses, a series of online courses, online assessment tests, homework assignments, a group midterm presented to an assessment committee, and a final examination which is a timed, individual effort, taken in a computer lab on PC's utilizing **Microsoft Word and Excel**;*
- *I am expected to complete the program within 12-18 months of admittance; and*
- *My status and progress in the program will be reported to my supervisor and our Control Unit manager.*

Applicant signature:

Date

Supervisor's information and approval:

Last name: _____ First name: _____

Title: _____

Department name: _____

Telephone: _____ e-mail address: _____

Control Unit name: _____

I understand that the Financial Management Certificate Program is sponsored by the Vice Chancellor-Administration and provided free-of-charge to admitted applicants with the understanding that supervisors will make this development opportunity for their employee a priority and allow the participants adequate time to complete the program with their cohort.

Supervisor's Signature:

Date:

