



Change Your Future. Start Today.

At John F. Kennedy University

Continuing Education Certificate Programs

Frequently Asked Questions

What are the benefits of CE's certificate programs?

Our certificate programs are designed to offer in-depth learning opportunities in select clinical subject areas. These certificate programs enable students to equip themselves with the practical skills and analytical tools necessary to achieve professional expertise. Courses in our certificate programs address all knowledge bases, from core competencies to advanced levels.

How do I enroll in a CE certificate program?

Enrolling in a certificate program is easy. Simply fill out a Certificate Application for each certificate you are pursuing, prior to the start of coursework. Once you submit your Certificate Application to us, you may begin taking certificate classes. If you have started coursework and would like to apply it toward a certificate, simply send us your Certificate Application once you have decided to officially enroll.

Can I try a certificate course without enrolling in a certificate program?

Yes. All of our certificate courses are available as stand-alone courses or as part of a certificate program. You may try a certificate course at any time and receive CE credit for it as a general course. If you decide to pursue a certificate, simply submit a Certificate Application to us and continue your coursework. Any courses you have taken toward that certificate will be applied toward the program.

Do I have to start with the introduction course or core course?

No. It is not required that the courses be completed in a particular order. However, we recommend that participants start with the introductory course if they are unfamiliar with the subject matter.

Do you have a list of the core classes and electives offered in each CE certificate program?

The core courses for each certificate are listed on the web page for each certificate and in the catalog. Core courses are offered at least once per year. Electives are offered on a rotating basis and vary each catalog cycle. We are constantly developing new electives in each certificate program, to stay abreast of new and pertinent information in the field.

May I substitute courses?

Substitutions are not recommended as each certificate is designed to provide the appropriate training in each subject of interest. All substitutions must come from JFK University's CE course selections only.



Can one certificate class apply to multiple certificate programs?

No. Although some of our certificate classes apply to more than one certificate program, you may only apply each class to one certificate of your choice. You must complete the full number of hours required for each certificate, without duplicating courses.

How long do I have to complete the coursework in my certificate?

As long as you need. Although most students complete their coursework in a year or two, at this time we have no required date of completion.

Now that I have completed the required courses for my chosen certificate, how do I request my certificate?

Please send a completed Verification Form to our office, and we will mail you a certificate (please allow 6-8 weeks). The best practice for tracking courses is to update your Verification Form as you complete each course. If you are not sure what courses you have taken you may need to request a transcript.

How do I get a CE transcript?

Continuing Education transcripts may be ordered from the University Registration Office. For information about ordering a transcript, visit the "Current Students" section under "Students" on this site or call (925) 969-3353.

