



Change Your Future. Start Today.

At John F. Kennedy University

Continuing Education Certificate Programs

Frequently Asked Questions

As of February 1, 2011, our certificate program policies have changed in the following ways: an application will be required on or before enrolling the second course, an application fee will be charged, and students will have up to three years to complete the certificate program. Please read the FAQs below for details.

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, and return it to us along with the non-refundable application fee before you enroll in your second course in the program. If you have already taken more than one course in the program, please call our office at 800.557.1384 to apply. You will have three years from the date your application is received to complete your program.

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 take the core course(s) early in their program 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. However, one appropriate course may be substituted for an elective as long as written pre-authorization is obtained from the CE Program Director. 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?

You have three years from the date of your Certificate Program Application. Most students complete their coursework in a year or two.

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.

