



## **Graduate Certificate in Nonprofit Management (CNPM) Available Online**

The Certificate in Nonprofit Management develops leaders for the nonprofit sector, contributes to understanding nonprofit organizations and their role in society, and supports the practice of effective management.

### ***Overview***

- 12 Credit Hour Graduate Certificate Program
- Courses Offered Online or On Campus
- Fall and Spring Fifteen-Week Courses, Summer Ten-Week Courses
- Successful Completion Appears on Texas A&M Transcript
- Can Often Transfer Credits to a Degree-Seeking Master's Program
- 12 Hours Transferrable to a Bush School Master's Degree

### ***Course Formats***

Online courses offer a flexible and interactive format over a traditional fifteen-week semester during fall and spring (ten-week semester during summer), typically requiring online discussion several times a week. All online courses fall under 700 section numbers.

On campus courses at College Station are offered during a traditional fifteen-week semester, typically meeting once a week for three hours. Note: On-campus courses often fill up quickly since priority goes to Bush School degree-seeking master's students.

### ***Curriculum***

To receive a graduate Certificate in Nonprofit Management (CNPM), the student must be admitted into the program prior to beginning course work for the certificate and complete 12 credit hours of CNPM courses with an overall GPA of 3.0 or higher.

Two core curriculum courses are required: **PSAA 643**: Foundations of the Nonprofit Sector and **PSAA 644**: Management and Leadership of Nonprofit Organizations. Students have the option of selecting an emphasis area (see below). Those who do not select an emphasis area may tailor their own certificate and choose two courses from a variety of options.

## ***Optional Emphasis Areas***

CNPM students have the option of choosing an area of emphasis. While selecting an emphasis area is not required, doing so may be beneficial since the emphasis area will be noted on the certificate upon successful completion of the CNPM program.

Students who choose an emphasis are required to take two of the emphasis-specific courses listed under the area they have chosen.

Students may obtain multiple emphasis areas by completing six additional hours of electives (2 courses) while maintaining a 3.0 GPA or better. Additional courses taken for multiple emphasis areas are not financial aid eligible.

### **Emphasis Options**

- Fundraising and Philanthropy
- Fiscal and Performance Management
- Leadership and Management
- Health and Human Service Policy
- International Nongovernmental Organizations

## ***Certificate Courses***

Please note that each course is not offered every semester, which may affect completion time for an optional emphasis. All electives listed are available for students to choose from if *not* pursuing an area of emphasis.

### **Core Courses** (*required*)

- PSAA 643 Foundations of the Nonprofit Sector and
- PSAA 644 Management and Leadership of Nonprofit

### **Electives** (*Listed by Emphasis Areas*)

#### **Fundraising and Philanthropy**

- PSAA 631: Marketing for Nonprofit organizations
- PSAA 633: Philanthropy: Fundraising in Nonprofit Organizations
- PSAA 636: Grant and Project Management in the Public and Nonprofit Organizations

#### **Fiscal & Performance Management**

- PSAA 632: Fiscal Management for Nonprofits
- PSAA 630: Program Evaluation in Public and Nonprofit Organizations
- PSAA 648: Performance Management in the Public and Nonprofit Sectors  
(Prerequisite: PSAA 634 or PSAA 644)

### **Leadership & Management**

- PSAA 602: Tools of Leadership in Public Service Organizations
- PSAA 631: Marketing for Nonprofit Organizations
- PSAA 642: Ethics in Public Policy
- PSAA 648: Performance Management in the Public and Nonprofit Sectors(Prerequisite: PSAA 634 or PSAA 644)
- PSAA 649: Volunteer and Human Resources in Nonprofit Organizations
- PSAA 669: Legal Environment of Nonprofit Management

### **Health and Human Service Policy (HHSP)**

- PSAA 616: Managing Workplace Diversity in Public and Nonprofit Organizations
- PSAA 630: Program Evaluation in Public and Nonprofit Organizations
- PSAA 635: Social Welfare and Health Policy

### **International Nongovernmental Organizations (NGO)**

- PSAA 630: Program Evaluation in Public and Nonprofit Organizations
- PSAA 603: Nongovernmental Organization Management in International Settings

Contact an Enrollment Advisor for upcoming semester course offerings:  
[bushschoolonline@tamu.edu](mailto:bushschoolonline@tamu.edu) or 1-866-988-2874.

### ***Federal Financial Aid Opportunities***

Students admitted to the Bush School Certificate in Nonprofit Management program are eligible to receive federal financial aid for the two core/required courses and two elective courses.

Students may take additional courses for their certificate (or for multiple emphasis areas). However, additional courses are not financial aid eligible.

## ***Application Instructions***

### **1. Submit Application**

**New students** complete the Apply Texas Application and fill in all fields, including work history. Apply Texas Application: <http://www.applytexas.org/>

**Current Texas A&M University Students** (U4, U5 or Graduate Classification) concurrently enrolled in a degree-seeking program while pursuing the certificate must complete the Certificate Program Internal Application. Do **NOT** complete the Apply Texas application.

Internal Application:

[https://tamu.qualtrics.com/jfe/form/SV\\_9ZWB2J8iNAmWRGR](https://tamu.qualtrics.com/jfe/form/SV_9ZWB2J8iNAmWRGR).

### **2. Personal Statement (*all applicants*)**

Applicant must include a statement of approximately 500 words indicating personal interest in some area of nonprofit management and how s/he might use an enhanced knowledge of this subject. Applicant must also include any courses taken that dealt with nonprofit management.

Personal statements can be submitted via fax or e-mail to the Office of Extended Education:

E-mail: [bushschoolonline@tamu.edu](mailto:bushschoolonline@tamu.edu)

Fax: 979-862-3196

### **3. Resume (*all applicants*)**

Resumes can be submitted via fax or e-mail to the Office of Extended Education.

E-mail: [bushschoolonline@tamu.edu](mailto:bushschoolonline@tamu.edu)

Fax: 979-862-3196

### **4. Send Official Transcripts for Undergraduate Course Work**

Official transcripts from all four-year colleges/universities attended for undergraduate course work **must** be sent directly from the issuing university to the Office of Graduate Admissions at Texas A&M University:

Graduate Admissions Processing  
Texas A&M University  
P.O. Box 40001  
College Station, TX 77842-4001

Official transcripts for graduate course work and/or from junior colleges are not needed.

Electronic transcripts can be processed much faster than paper transcripts. Texas A&M will accept transcripts sent electronically through PARCHMENT, SPEEDE, eScrip-SAFE or National Clearing House to [admissions@tamu.edu](mailto:admissions@tamu.edu)  
**Transcripts from any other vendor will not be accepted.**

**Domestic Transcripts:** Copies of unofficial transcripts from U.S. institutions may be sent to the Office of Extended Education for preliminary review while waiting for delivery of official transcripts to the Office of Graduate Admissions. E-mail ([bushschoolonline@tamu.edu](mailto:bushschoolonline@tamu.edu)) or fax (979-862-3196) unofficial copies to the Office of Extended Education for preliminary consideration.

**International Transcripts:** Unofficial transcripts from international institutions cannot be accepted for review. Official international transcripts must be sent to the Office of Graduate Admissions to begin applicant review.

**All new students: You will not be able to register for classes until your official transcripts are received by the Office of Graduate Admissions at Texas A&M University.**

## 5. English Proficiency Test Scores

**International Applicants** are required to provide proof of English proficiency before materials can be reviewed. Acceptable forms of proof can be found at <http://admissions.tamu.edu/nondegreeseeking>

**Questions?** Contact an enrollment advisor today!

Email: [bushschoolonline@tamu.edu](mailto:bushschoolonline@tamu.edu)

Toll-Free Number: 1-866-988-2874 | Local Number: 1-979-862-7810

Website: <http://bush.tamu.edu/cnpm/>

*For more information about completion rates, career options, and other important topics, please visit our websites:*

[\*Certificate in Advanced International Affairs\*](#)

[\*Certificate in Homeland Security\*](#)

[\*Certificate in Nonprofit Management\*](#)

[\*Certificate in Public Management\*](#)

[\*Executive Master of Public Service and Administration\*](#)