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## Corporate University Frequently Asked Questions

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### **Q. What is the Corporate University?**

**A.** The Corporate University offers specialized training and education for individuals seeking professional development or continuing education, as well as for organizations looking to increase employee retention and job-related skills. Through the Corporate University, one can enhance their professional qualifications, strengthen their résumé, enhance self-esteem and self confidence, develop a more positive image, and maintain a professional status and appreciation within their organization.

### **Q. Is the Corporate University an educational institution?**

**A.** No. The Corporate University is a program offering extended education in the form of professional development and continuing education, and is not an educational institution. Courses taken and CEU credits earned under the Corporate University are non-transferrable toward any form of study and/or undergraduate or graduate academic degree program offered under an accredited or non-accredited college, university, or four-year educational institution. All Corporate University courses offered, including online courses, are considered non-credit hours.

### **Q. What makes Professional Development or Extended Education a good choice for me?**

**A.** First off, many Corporate University courses are eligible for Continuing Education Units (CEUs) or credits. Second, our course offerings are extremely flexible to meet your needs - courses can be taken in a classroom setting, online (selected courses), or even at your workplace. Thirdly, our courses can offer invaluable personal and professional development, such as enhancing your current professional qualifications, strengthen your résumé, and enhancing your self-esteem and self confidence. Courses offered at a workplace would need to be arranged by your organization or employer before being offered.

### **Q. Do you provide corporate training opportunities?**

**A.** Absolutely! All our courses can be tailored to meet your organization's goals while helping you maximize your training budget. Training can be scheduled and coordinated on site for added convenience.

### **Q. How do I pay for a Corporate University course?**

**A.** You can make payments for Corporate University courses 1) online at [www.mycorpu.org](http://www.mycorpu.org); 2) calling (559) 227-6115 with a credit card, debit card, or eCheck; 3) in person at our main office with a check, money order, or cash; or 4) you can mail your payment along with a registration form. For your convenience, we accept American Express, Discover, MasterCard, Visa and PayPal. Company invoicing is also available with a term of payment due on or before the course date.

### **Q. How can I find out which courses are available?**

**A.** Go to [www.mycorpu.org](http://www.mycorpu.org) to review our current course offerings, enroll, and securely pay securely online. You can also call the Corporate University at (559) 227-6115.

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## Q. Do you offer online courses?

**A.** Yes. The Corporate University currently makes available many of our courses online. Online courses offers the added convenience of taking a Corporate University course in the comfort of your home, work site or any other location with an Internet connection. Online courses provide for both audio and visual learning, as well as valuable supplemental materials. Each online course include brief assessments to measure your absorption and understanding of course content.

## Q. What type of CEU credits do you offer?



**A.** The Corporate University currently offers CEU credits for individuals with a 1) California Residential Care Facility Administrator's Licensed under a Group Home (GH), Adult Residential Facility (ARF) or Residential Care Facility for the Elderly (RCFE) program; and 2) current PHR, SPHR, PHR-CA, SPHR-CA or GPHR Certifications under the HR Certification Institute (HRCI).

## Q. What is a Master's Certificate of Professional Development?

**A.** A Master's Certificate of Professional Development is conferred upon an individual who has successfully completed a set curriculum of courses offered under the Corporate University. Master's Certificates offer a more comprehensive form of professional development and may greatly enhance career opportunities, promotion opportunities at work, increase one's skills and knowledge in a subject matter, improve work performance, enhance one's résumé and job opportunities, and much more.

At this time, the Corporate University makes available the following concentrations: 1) **Strategic Human Resource Management (SHRM)**, 2) **Supervisor and Management Development (SMD)**, and 3) **Management and Organizational Development (MOD)**.

## Q. Can prior courses I've taken be applied toward a Master's Certificate of Professional Development?

**A.** If you have attended a course that falls under any one of the Master's Certificate Program course curricula requirements within the calendar year the course was successfully taken and completed, then yes. However, courses taken must currently be offered by the Corporate University. Courses taken outside the Corporate University are non-transferrable and will not be considered for credit toward one of our Master's Certificate Programs. The Corporate University reserves the discretion to modify its course content and curriculum requirements at any time.

## Q. Can I be working on more than one Master's Certification?

**A.** Yes. However, enrollment in each Master's Certificate Program is required. A \$25.00 one-time, non-refundable enrollment fee is required for each program. To download an enrollment form, go to [www.mycorpu.org](http://www.mycorpu.org) or call the Corporate University at (559) 227-6115.

## Q. How can I register for a Corporate University course?

**A.** You can download a registration form from our website and mail it to the Corporate University, 5637 N Figarden Drive, Ste. 101, Fresno, CA 93722; you can also register for a course online at [www.mycorpu.org](http://www.mycorpu.org); or you can call (559) 227-6115. Payment for a course(s) is due at time of enrollment. Corporate Invoicing is also available with a term of payment due on or prior to the course date.

## Q. Who can I contact should I have any questions?

**A.** Contact the Corporate University at (559) 227-6115 or via email at [support@mycorpu.org](mailto:support@mycorpu.org).