



## NONPROFIT FUNDAMENTALS CERTIFICATE PROGRAM

# FAQ

## THE BASICS

### What is the Nonprofit Fundamentals Certificate Program?

**Answer:** The Nonprofit Fundamentals Certificate Program is designed to help your organization build a strong future by providing essential tools and knowledge you need to run a successful nonprofit.

### How do I get started?

**Answer:** You can begin by registering for any class currently offered - there are no program entrance requirements. Visit <http://www.nonprofitpathways.org> to register. A maximum of 3 registrants per organization are invited to attend each workshop.

### Who should take the courses?

**Answer:** Classes are appropriate for newcomers to the field, experienced leaders seeking fresh perspectives, board members, staff members, and volunteers. Nonprofit representatives are encouraged to bring another staff member or come as a team. Each course will help you create an action plan to implement

what you learn at your organization. We also encourage you to share your knowledge by presenting course topics at future staff or board meetings.

### I live outside of Western North Carolina. Can I still enroll in classes?

**Answer:** The course curriculum focuses on the regional needs of Western North Carolina counties. Classes are offered exclusively to nonprofits within the 18 county Western North Carolina region served by WNC Nonprofit Pathways.

## CERTIFICATION

### How do I earn a certificate in the program?

**Answer:** To receive a Nonprofit Fundamentals Program Certificate, you will need to complete 8 of the 20 classes offered in the series. Online courses are comprised of two 3-hour sessions, held on two consecutive days. You must attend both days to earn credit for the class and be present for the full 6 hours.

### Can I take individual classes without the intention of earning the certificate?

**Answer:** Yes! All classes are open to staff, board, and volunteers of Western North Carolina nonprofits.

Should your certification path shift or halt due to unanticipated events, no worries. There is no deadline to earn the certificate. Pick up where you left off when it makes sense for you.

## CLASS CONTENT

### What type of classes are offered?

**Answer:** Classes focus on the core competencies and professional development leaders need to manage nonprofit organizations.

Each class concludes with developing an "action plan" in which you will identify next steps for your organization based on the topic being taught. You will also review a research-based model of nonprofit effectiveness that includes the Nonprofit Organization Lifecycle, Four Core Capacities (leadership, adaptability, management, and operations), and Organization Culture.

### Who are the instructors?

**Answer:** Our instructors are established consultants and veteran instructors with extensive knowledge of the nonprofit sector and our region. Check out our website [here](#) for bios.



### What is follow-up support?

**Answer:** After completing each class, attendees have access to 3 FREE follow-up coaching hours with their instructor within three months of class completion, on a first-come, first-served basis. Follow-up coaching is provided at no cost and is available for organizations located in and serving one or more of the 18 WNC counties. 3 hours of follow-up coaching per organization, per class is provided.

## CLASS SCHEDULE

### How often are classes scheduled?

**Answer:** We offer a fall and spring session. The full rotation of 20 classes will be offered annually.

### If I am unable to attend a class that is scheduled, will you offer it again?

**Answer:** Yes, we offer classes on a rotating basis.

### When is the deadline to register?

**Answer:** You can register for each class up to the day before its scheduled date. However, class enrollment levels are limited, and often fill up, so early registration is encouraged.

### For online classes, there are two dates. Do I need to attend both classes?

**Answer:** Yes, online classes are held over two days, 3 hours each day, for a total of 6-hours per class. To receive credit for the class, you must attend both sessions and be in attendance for the entire 6 hours. Online classes are interactive and require class participation and group work. If you do not attend both sessions in their entirety, you will miss course content and affect the dynamics of the interactive sessions. If you cannot be present for the entire class (both sessions), we ask that you cancel your registration and reschedule for another time.

### Do I need to take the classes in a specific order?

**Answer:** No, you can take classes in any order that accommodates your schedule. If you miss a scheduled class, we will offer it again later.

## COST

### How much do the classes cost?

**Answer:** Classes are \$50 online and \$75 in-person. The fee is for each course, whether two shorter online sessions or one longer in-person session. Fundamentals workshops are free for participants from WNC based and serving nonprofits organizations with budgets under \$50K. Pathways is committed to making these courses accessible to all nonprofit leaders in WNC. If you would like to attend, but the cost is a barrier, please get in touch with us at [contact@nonprofitpathways.org](mailto:contact@nonprofitpathways.org)

### For online classes, does the fee include both days?

**Answer:** Yes, all online classes are \$50 and include both days.