

Frequently Asked Questions

[Online Business Analysis Certificate](#)

What is a certificate program?

Professional development certificate programs provide knowledge and training in a specific competency. This enables you to learn current skills and information from experienced industry professionals to improve your job skills and advance your career to the next level. The knowledge and skills you gain can be used immediately in the workplace and offer you:

- applied knowledge to help you stay current
- information to help you be an effective manager and leader
- preparation for a new field or career
- skills that position you for advancement

A certificate program can also:

- introduce you to other professionals in the field
- offer subject matter that can be completed in a relatively short period of time
- give you skills that you can use immediately

Completion of a certificate demonstrates:

- commitment to master a specific body of knowledge or set of skills
- a breadth and depth of skill and understanding that comes from planned learning
- that you are committed to professional advancement

How do I enroll in the online certificate program?

From the main Online Business Analysis Certificate webpage, click on the "[Register for the Online Business Analysis Certificate](#)" text link or the "Register Now" button to begin the registration process. Online registration with a credit card is required for this certificate program (other program registrations are possible via the phone and CCE's Information Center), due to the fact that you will be creating your username and password at the time of registration in order to obtain access to the online course. A valid e-mail account is also a requirement to registration.

This course uses several additional outside, free online tools. Students will be asked to create additional login accounts throughout the course.

Please note: individuals who are participating in the course must register themselves in online registration. The registrant will receive username, password, and course confirmations directly, and user registrations cannot be transferred.

How do I log in to the online course?

Upon completing your online registration, you will receive an e-mail confirmation of your registration that includes a link to access the course. Click the link provided, and log in using the username and password that you created in the registration system for access. Access to the online course is available one day prior to the course start date.

How long does it take to complete this certificate program?

You have 10 weeks from the listed start date to complete this certificate. There are both synchronous and asynchronous elements to this course, meaning there will be times that students and the instructor will be online at the same time and self-paced activities and assignments that you will be required to complete on your own, usually within a one- to two-week time frame.

Will I receive an actual certificate?

Yes. Upon completion of the certificate program, you will receive a formal certificate from the University of Minnesota's College of Continuing Education. You can also request that an official notification letter of completion be sent to an identified employer, supervisor, personnel manager, or association.

Is there a fee to enroll in a certificate program?

There is no enrollment fee in this certificate.

Is financial aid available?

College of Continuing Education grants and scholarships are available and can be applied to either credit or noncredit courses.

- Awards range from \$500 to \$2,200 and do NOT need to be repaid.
- Other methods of financial aid include loans, employer tuition benefits, federal education tax credits and deductions, credit card payment, and other resources if applicable to the course and to your individual situation (e.g., Veteran's Administration and National Guard benefits and Department of Vocational Rehabilitation funds).
- An additional resource available on our web site includes the Financial Resources Wizard, an interactive tool that identifies financial aid and other payment options that match your situation for both credit and noncredit courses and programs.
- Resources may include grants, scholarships, loans, employer tuition benefits, funding from government agencies, federal education tax credits and deductions, and the Minnesota College Savings Plan.
- For more information on financial aid, to download an application, or to use the Financial Resources Wizard, visit the [Financial Aid website](#).

If I am unemployed, how do I seek funding to take your courses?

Check with your local Workforce Center to arrange a meeting with a counselor. You may be eligible for state or federal funds to offset the cost of the program.

What is the course cancellation policy?

This certificate program must meet a minimum enrollment to be held. If we must cancel your course because of insufficient enrollment, you will receive a full refund. All refunds will be made to the original method of payment. If you are enrolled in the individual discount option and we must cancel your course because of insufficient enrollment, we will work with you to transfer you into the next upcoming course at no charge.

If you need to cancel, please notify us at least five working days before the beginning of the course to avoid a 10 percent processing fee. You may cancel a course registration by phone (612-624-4000), by fax (612-624-5359) or by e-mail (cceinfo@umn.edu).

No refunds will be granted if you cancel on or after the first day of the course.

What type of credit is available?

A variety of professional credits are awarded for successfully completing the entire course.

- **Continuing Education Units (CEU)**
The CEU is a nationally recognized unit of measurement awarded to participants in a qualifying noncredit continuing education program. One CEU is defined as 10 contact hours. Six-contact-hour courses earn 0.6 CEUs.
- **Continuing Professional Education (CPE)**
Continuing professional education credits are frequently needed by accountants, finance professionals, and others. One CPE is awarded for every 50 minutes of instruction. Six-contact-hour courses award 7.2 CPEs.
- **Professional Development Units (PDU)**
These are required for certified project managers, business analysts, and others. One PDU is awarded for every hour of instruction. Six-contact-hour courses earn six PDUs.
- **Profession Development Hours (PDH)**
These are awarded to engineers, architects, surveyors, and related professionals. One PDH is awarded for every hour of instruction. Six-contact-hour courses earn six PDHs.