

# CLIMB Student Affairs Certificate Program Intent Form



**CLIMBer** – Name: \_\_\_\_\_ Date: \_\_\_\_\_

Unit: \_\_\_\_\_ Payroll Title: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Mail Code: \_\_\_\_\_

**Supervisor** – Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Mail Code: \_\_\_\_\_

This Certificate Program was initiated to encourage Student Affairs Staff to develop their skills and abilities and to create a strong talent pool for promotion within Student Affairs. By completing this form, you are indicating your intent to take classes, participate in professional development activities and get involved on campus to earn “steps” toward your certificate. You must collect a total of 25 “steps” within a two year time period to receive your certificate. Full details including eligible activities and “step” values are found in the [CLIMB Certificate Information and Instructions](#).

You are encouraged to keep records of your activities and a running tally of your earned “steps” on the Completion Form (coming soon) and or in a portfolio. Documentation of completed activities in the form of an official transcript, Enrollment Central Training History print out, certificate of course/training completion, or other official proof of completion (not just registration) must be provided for each activity to earn “steps.” For activities where no official record of completion is available, you must provide a completed [CLIMB Activity Verification Form](#) with the signature and contact information for a person who can verify your activity.

You may earn no more than 10 “steps” for activities completed no more than six months prior to your submission of this CLIMB Certificate Intent Form. If you would like to count any previously completed activities toward your Certificate, please list them below. You will also need to repeat these on your Completion Form and provide appropriate documentation at that time. If you list activities below, the date of completion of the earliest activity counted toward the Certificate starts the two year completion time period.

Activity	Duration	Date Completed	Expected “Step” Value
1.			
2.			
3.			
4.			
5.			

(Attach additional pages if necessary)

\_\_\_\_\_  
CLIMBer's Signature Date

\_\_\_\_\_  
Supervisor or HR Contact Signature (encouraged, but not required) Date

Make and retain a copy of this form for your records. Submit the completed form to the Program Assistant in the VCSA's Office – Attn: Student Affairs Professional Development Cttee. (Mail Code 0015)