



# JOHN S. WATSON SCHOOL OF PUBLIC SERVICE & CONTINUING STUDIES

## PROFESSIONAL CERTIFICATE REGISTRATION FORM

It is possible to register completely online by going to [www.tesc.edu/apply](http://www.tesc.edu/apply). Telephone registrations are accepted with a credit card from 11 a.m. – 3 p.m., Monday through Friday, by calling (609) 633-9242. However, if you need a paper copy of your registration (for example, for tuition assistance approval from your employer or your education services officer), use this form. Checks and money orders should be made payable to Thomas Edison State College. Once you have received tuition assistance approval, fax or mail this registration form and the signed tuition assistance form to:

Office of the Registrar  
 Professional Certificate  
 101 W. State St.  
 Trenton, NJ 08608-1176  
 (609) 633-9242; FAX: (609) 292-1657

Once the College has received your registration and payment, you will receive an e-mail acknowledgement with program details and login information to begin.

### Registration/Course Schedule

You can begin some Professional Certificate programs at any time during the year and registration is open and ongoing. Other courses are offered quarterly or three times a year. The most current course schedules and fees are posted on the Web site: [www.tesc.edu/1486.php](http://www.tesc.edu/1486.php)

### GENERAL INFORMATION

Check if this is an address change.

Student Identification Number or Social Security Number

Note: Student ID #s are issued from the Registrar's Office in a confirmation letter you receive after registering for your first course at the College.)

Last Name		First Name	MI
Street Address		City	State      Zip Code
(      )		(      )	
Daytime Telephone Number		Evening Telephone Number	
(      )			
Fax Number (if available)		E-mail Address (required)	

### PROFESSIONAL CERTIFICATE PROGRAMS

Please follow the sample below to list the Professional Certificate course(s) in which you are enrolling:

Note: Students registering for the Certificate in Paralegal Studies pay the total program fee of \$3,920, which includes registration in all seven courses in the program.

Program Title	Program/Course number(s)	Fee
SHRM Learning System	SHR-100-PS	\$979.00

Program Title	Program/Course number(s)	Fee

Student Name \_\_\_\_\_

Student Identification Number or Social Security Number \_\_\_\_\_

Have you ever been enrolled at Thomas Edison State College?  Yes  No

How did you hear about this program?

- College Web site     colleague or friend     newspaper     other: \_\_\_\_\_  
 Web search     advertisement     brochure

**PAYMENT INFORMATION**

- Check/Money Order     Credit Card     Military/Corporation/Agency Assistance Plan\*

Make check/money order payable to: Thomas Edison State College

Cash payments must be made in person, and are accepted only at: Office of the Bursar, 221 W. Hanover St., Trenton, NJ, after the registrar has processed the registration at the Academic Center. (Note: Mail is not accepted at this address.)

TUITION AID OR MILITARY/CORPORATE/AGENCY NAME: \_\_\_\_\_

If your employer is providing tuition assistance, provide your employer's address and the contact person:

Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer's Telephone Number \_\_\_\_\_ Fax Number (if available) \_\_\_\_\_ E-mail Address (if available) \_\_\_\_\_

Additional Information about tuition assistance pertaining to certificate costs can be found on the Web site under Military and Government Programs.

\* TUITION ASSISTANCE AUTHORIZATION/DOCUMENTATION MUST ACCOMPANY THIS REGISTRATION FORM OR REGISTRATION WILL NOT BE PROCESSED AND WILL BE RETURNED.

**CREDIT CARD AUTHORIZATION**

CREDIT CARD:  AMERICAN EXPRESS     VISA     MASTERCARD     DISCOVER

ACCOUNT NUMBER: \_\_\_\_\_ Total Payment Amount From Other Side: \_\_\_\_\_

CARD EXPIRATION DATE: \_\_\_\_\_ Authorization Signature/Date (required): \_\_\_\_\_

**FOR MILITARY ONLY**

Please check the category that best fits your current military status

	Air Force	Army	Marines	Navy	Coast Guard
Active Duty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reserve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Guard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOD Civilian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Education Office Location \_\_\_\_\_

**SIGNATURE**

I hereby certify that the above statements are true and correct to the best of my knowledge. I authorize the release of grade information, when applicable, on the above certificate(s) to my employer, if my employer is paying for my certificate(s). By signing this form, I verify that I understand and agree to abide by the complete policy on academic integrity and procedures for discipline of academic integrity violations as stated in the College *Catalog*, located at <http://catalog.tesc.edu>. I understand and accept that Professional Certificates do not contribute towards earning a Thomas Edison State College degree and therefore, are not credit bearing, and that payment for Professional Certificates is non-refundable.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thomas Edison State College is committed to providing reasonable accommodation for verified disability. If you would like information on reasonable accommodation for disability, please contact the ADA coordinator at (609) 984-1141 ext. 3415 (voice), (609) 341-3109 (TTY).

OFFICE OF THE REGISTRAR'S USE ONLY	Notes:
Taken by: _____	_____
Date: _____	_____

# PROFESSIONAL CERTIFICATION PROGRAM COURSE FEES

## PARALEGAL STUDIES

PAR-001-PS	Introduction to Paralegalism
PAR-002-PS	Contracts
PAR-003-PS	Torts
PAR-004-PS	Legal Research and Writing
PAR-005-PS	Litigation
PAR-007-PS	Administrative Law
PAR-0013-PS	Introduction to Technology in the Law

### **Paralegal Studies Program Fee: \$3,920**

(includes all 7 courses)

**Partial Payment Plan Option:** Students may begin the Paralegal Studies Certificate with a partial payment of \$1,960. The balance of tuition of \$1,960 must be paid before the 15th week of the 45-week program.

## NURSE PARALEGAL STUDIES

PAR-008-PS	Introduction to Nurse Paralegalism
PAR-003-PS	Torts
PAR-004-PS	Legal Research and Writing
PAR-005-PS	Litigation
PAR-007-PS	Administrative Law
PAR-0013-PS	Introduction to Technology in the Law

### **Nurse Paralegal Studies Program Fee: \$3,920**

(includes all 6 courses)

**Partial Payment Plan Option:** Students may begin the Nurse Paralegal Studies Certificate with a partial payment of \$1,960. The balance of tuition of \$1,960 must be paid before the 15th week of the 45-week program.

## ADDITIONAL PARALEGAL CERTIFICATES

PAR-020-PS Online Certificate in Bankruptcy Law and Procedure  
Fee: \$595.00

PAR-021-PS Online Certificate in Understanding Debtor/Creditor Law and Procedure  
Fee: \$495.00

PAR-022-PS Online Certificate in Contemporary Law Office Technology  
Fee: \$595.00

PAR-023-PS Online Certificate in Health Care Law Fee: \$495.00

PAR-024-PS Online Certificate in Effective Advocacy Through Legal Writing  
Fee: \$495.00

PAR-025-PS Online Certificate in The Tao of Legal Writing  
Fee: \$495.00

## SHRM LEARNING SYSTEM

SHR-100-PS SHRM Learning System  
Fee: \$979

**NOTE:** Fee is \$899 for SHRM members, Thomas Edison State College alumni and Mercer Regional Chamber of Commerce members.

## WORKFORCE CAREER COACH FACILITATOR

CCF-001-PS Workforce Career Coach Facilitator  
Fee: \$1,500

## PERSONAL FITNESS TRAINING

PFT-001-PS Introduction to Exercise Science - Level I  
Fee: \$275

PFT-002-PS Introduction to Exercise Science - Level II  
Fee: \$275

PFT-003-PS Health Risk Profiles and Fitness Assessment Techniques  
Fee: \$275

PFT-004-PS Business Administration and Management Aspects for Personal Trainers  
Fee: \$275

PFT-005-PS Designing Exercise Prescriptions for Normal/Special Populations  
Fee: \$275

PFT-006-PS Optional Field Internship in Personal Training  
Fee: \$275

## PERSONAL FITNESS TRAINING - ADVANCED

PFT-007-PS Nutrition Analysis and Management  
Fee: \$275

PFT-008-PS Functional Flexibility, Core and Balance Training  
Fee: \$275

PFT-009-PS The Science and Biomechanics of Resistance/Weight Training Techniques  
Fee: \$275

## PERSONAL FITNESS TRAINING & GROUP EXERCISE TRAINING FOR OLDER ADULTS

PFT-023-PS: Socio-Physiological Aspects of Aging  
Fee: \$275

PFT-024-PS: Designing Older Adult Exercise Programs  
Fee: \$275

PFT-025-PS: Business Management and Administration for the Mature Market  
Fee: \$275

PFT-026-PS: Exercise and Aging for Special Populations  
Fee: \$275

PFT-027-PS: Optional-Field Internship in Older Adult Exercise  
(Prerequisite: Four Core Courses and CPR Certification)  
Fee: \$275

## WOMEN'S EXERCISE TRAINING AND WELLNESS

PFT-014-PS Female Anatomy and Physiology  
Fee: \$275

PFT-015-PS Designing Women's Exercise Programs  
Fee: \$275

PFT-016-PS Women's Health and Wellness for Special Populations  
Fee: \$275

PFT-017-PS Medically-Based Fitness Management and Administration  
Fee: \$275

## NUTRITION FOR OPTIMAL HEALTH, WELLNESS, AND SPORTS PROFESSIONAL

PFT-010-PS Nutrition and You: Functional Foods  
Fee: \$275

PFT-011-PS Weight Management and Nutrition in the Lifecycle  
Fee: \$275

PFT-012-PS Introduction to Sports Nutrition and Performance  
Fee: \$275

PFT-013-PS Public Nutrition and Wellness Education  
Fee: \$275

## FITNESS BUSINESS MANAGEMENT

PFT-018-PS Business Development and Entrepreneurship in Fitness  
Fee: \$275

PFT-019-PS Financial Principles and Business Concepts  
Fee: \$275

PFT-020-PS Marketing, Sales, and Customer Service Management (CSM)  
Fee: \$275

PFT-021-PS Fitness Management and Business Administration  
Fee: \$275

PFT-022-PS Optional Elective-Field Internship in Fitness Management  
Fee: \$275