



Clerical Apprenticeship Program for Excellence (CAPE)

Participant Statement of Commitment

I, _____, hereby express my intent to fulfill the requirements of the CAPE program. I recognize that my participation will require attendance at each class, completion of homework assignments, and participation in professional development activities. I commit to take full advantage in applying the methodologies and techniques covered throughout the program to enhance the mission and goals of my organization.

Please confirm that you've read and understood the following by initialing each statement:

I understand that CAPE is a rigorous 15-week program that uses a blended learning approach and requires completion of assignments outside of class attendance.

I understand that the first class is mandatory and that participants who do not attend the first class are not able to continue with the program.

I understand that no more than two (2) absences are allowed and makeup work will be assigned for missed classes.

I understand that I will be asked to complete the following coursework:

- 18 Reflective Writing assignments (1 per week due one week after each class)
- 11 web-based assessments (each due 1 week after assigned in the LMS eLearning "My Status/Transcript")
- 3 mandatory supplemental online courses (due 1 week after assigned in the LMS eLearning "My Status/Transcript")
- Makeup work for any missed classes
- Pre-course assessments and homework assignments for various classes
- 2 class presentations (1 prepared during Presenting with Confidence; 1 final presentation completed independently, due final day of program - Putting it All Together)

Participants who successfully complete all components of CAPE will be eligible for up to 6 college credits from Thomas Edison State University. **Are you interested in these credits?** (Select One)

YES

NO

I fully commit to comply with the following:

- Adhere to the CAPE program policies and procedures.
- Attend all required program classes.
- Respect and adhere to the specified deadlines for submitting program assignments.
- Apply the CAPE competencies to work related assignments and projects.
- Actively engage in the learning process.

Participant Signature

Date

Participant Title

Supervisor Signature

Date

Supervisor Email

Supervisor Title