

## **Communicator Certificate Program**

(Revised January 2018)

The Communicator Certificate Program (CCP) is open to all Rutgers University faculty and staff (Rutgers full-time employees only) and is strongly encouraged for employees who have communications and/or marketing responsibilities as part of their regular work assignments. The program is a collaboration between University Communications and Marketing and University Human Resources. The program supports professional development and enrichment to help employees communicate more effectively.

Presented by professional communicators from Rutgers Office of University Communications and Marketing, the program educates employees about the Rutgers University brand and the appropriate use of the Rutgers identity. The program helps participants identify, manage, and maximize the use of Rutgers communication resources.

### **Program Requirements**

The Communicator Certificate Program requires completion of two foundation courses within 12 months from the date the first course is completed. Each course is presented in a single, three hour session. There is no charge to the employee or the department for the programs.

All Rutgers employees involved in communications are encouraged to attend as many of these classes as needed, even if they do not wish to complete the whole certificate

- RPE901 - Understanding the Rutgers University Brand & Identity
- RPE902 - Communication Policies, Guidelines and Resources

### **To Enroll in the Program**

Access <https://hrservices.rutgers.edu/CRS/> Click on the "Workplace Communications" category. Then on RPE900 - Communicator Certificate Program and register and enroll in courses that fit your schedule, for easy identification they are marked (CCP).

To view course descriptions, visit our program page and select the Workplace Communication category and mouse over the titles. Clicking on the titles will allow you to see more detail and register.

Remember you have 12 months to complete the certificate. Once you have completed the two courses that complete the certificate requirements contact Learning and Development for confirmation and a certificate will be issued. If there are questions or assistance is needed in registering, please contact 732-235-9500.