



COLLEGE OF EXTENDED LEARNING
 San Francisco State University
 Downtown Campus
 835 Market Street, 6th Floor
 San Francisco, CA 94103-1901
 www.cel.sfsu.edu

EVENT & MEETING PLANNING PROGRAM

Online Certificate of Completion Application

Date: _____

End semester/year of last course: _____

Student Name: _____

SF State ID#: _____ Day Phone: _____

Address: _____ Email: _____

City, State & Zip: _____

REQUIREMENT: To receive a certificate for the Event & Meeting Planning Online Certificate students must complete and receive credit for all **SIX (6)** courses in the program.

Course #	Required Courses	CEUs	Semester/Year Completed	OFFICE USE ONLY Grade
Online Event & Meeting Planning Certificate				
9100	Meeting Planning Basics	0.7		
9101	Financial Management & Human Resources	0.7		
9102	Event & Meeting Design	0.7		
9103	Event Marketing & Promotion	0.7		
9104	Site Management	0.7		
9105	Contracts & Risk Management	0.7		
TOTAL		_____		

APPROVED NOT APPROVED (reason: _____)

Certificate of Completion: _____

Program Director: _____

SIGNATURE

DATE

Please mail to:

Event & Meeting Planning Program, SF State Downtown Campus
835 Market Street, 6th Floor, San Francisco, CA 94103-1901