



For Worker Education and Labor Studies

Public Administration Certificate Programs Frequently Asked Questions

How will a public administration certificate benefit me?

The **Undergraduate Certificate in Public Administration** provides students with a solid background in government, the policy-making process, and public administration. If you haven't taken and passed the CUNY entrance exam, the certificate allows you to gain credit while you are preparing for the entrance exam (we also have free classes to help with exam prep). These credits can then go toward a Bachelor's Degree.

The **Graduate Certificate in Public Administration, Level 1** will provide students with a deeper understanding of such topics as public management, the administrative decision-making process, diversity, training and staff development, and union-management relations. This certificate can then fold into a graduate degree program, whether it is an MA in Urban Studies at the School of Professional Studies, CUNY, (at our site at 43rd St.) or an MA in Urban Affairs at Queens College, CUNY, or an MPA offered at Baruch College, CUNY. The certificate is not only a pathway to the masters' degree, but a means of getting back to graduate level academic work a step at a time.

Overall, college education combines with your hard-won life experience to give you a deeper understanding of the social and political world we inhabit. As a result, you can make a more effective contribution toward the kind of social change that improves quality of life for our families, communities and co-workers.

At what levels is the certificate offered?

The certificate is offered on two levels: **Undergraduate Certificate** and **Graduate Certificate**

What do I need in order to earn a certificate in public administration?

- At the undergraduate level, to earn the Certificate, students must hold a high school diploma or GED and complete **four courses**, for a total of **sixteen credits**.
- At the graduate level, students must hold a bachelor's degree (it can be in any subject area) and complete **four courses**, for a total of **twelve credits** to gain the certificate.

How often are the classes and how long do they meet for?

Classes are once a week for a 15 week semester, spring semester beginning at the end of January, and fall semester beginning at the end of August.

- On the undergraduate level, the classes meet from 6:15-9:35, once per week.
- On the graduate level, the classes meet from 6:15-8:45, once per week.

What do I need to do to apply?

You will need to fill out our online application through the CUNY School of Professional Studies website:

http://sps.cuny.edu/admissions/certificate_admissions

There is a \$70 application fee in order to apply to this program, which you can pay online during the application process. If you want more information on the online application, here is the guide:

http://sps.cuny.edu/filestore/3/4/3_e2822590641097a/343_6f5f1934a602052.pdf

Where does the certificate come from?

The certificate will be granted by the School of Professional Studies at the Graduate Center, CUNY, in collaboration with the Murphy Institute for Worker Education. You will receive this certificate in the June after you have finished your course work.

Where are classes held?

Classes meet at the Manhattan Site of the Murphy Institute, School of Professional Studies, CUNY at 25 West 43rd St., 18th & 19th Floors, in Manhattan, or across Bryant Park at our partner CUNY site at 50 West 40th St. All classes begin at 6:15pm.

Who are the teachers in the Public Administration Program?

Our instructors at the Murphy Institute come to us with immense professional and academic experience. We especially seek faculty who are scholar-practitioners; budget analysts who work at City Hall; Assistant Commissioners at City Agencies; Political Science Doctorates who now work in the field.

Can I attend part-time?

Most certificate students attend part-time. A typical first semester student will take one or two courses. We recommend a student returning to school after five or more years away from college to take one class their first semester. This will allow them to ease back into the educational environment and enjoy the experience of being back in school.

How can I pay for these classes?

Many unions have educational benefits, be it a voucher up front or a reimbursement system once you have finished and passed your classes. CUNY also has a program called CUNY Tuition Pay where you pay a small fee and receive a no-interest loan, paid off in installments during your semester. This information can be accessed by www.tuitionpay.com/cuny or by calling **1-866-267-CUNY**. Also, financial aid information can be accessed at: http://sps.cuny.edu/financialaid/cert_nc.html