

Transformational Leadership FAQs

How do I apply for the Transformational Leadership certificate program?

Select Apply Now on the Transformational Leadership program page to begin your application.

What are the minimum qualifications for admission?

A demonstrated openness to feedback, a large capacity for self-examination, and a willingness to challenge one's own beliefs are the most important qualifications for admission. In addition, all students must have at least a bachelor's degree and eight years of experience in a leadership role.

Do you need proof of my bachelor's degree?

No, the Institute for Transformational Leadership operates within the Georgetown University Honor System. Your resume is part of the application and your education information will be reviewed from this document.

How long is the program?

The Transformational Leadership program is six courses spread over six to seven months. Courses meet one time per month for three days. A 20-25 page paper is due one month after the final session. Students can expect 10-15 hours of work per week outside of class.

Can I work and take classes at the same time?

Yes. Courses take place during the day, but may fit into a fulltime work schedule.

Can the course CEUs be transferred into a master's degree?

The programs at CCPE are non-credit. They are not considered graduate programs/courses, and are not transferable to graduate programs at Georgetown University. Transfer policies may vary by institution.

My work schedule conflicts with one of the class sessions. What are my options?

Attendance is required at each class session. As an applicant, if you cannot commit to all session dates, you are encouraged to apply to the next cohort. As an accepted student, you may request a deferral to the following cohort and commit to all the session dates.

I see that there are six required courses. Are there elective courses as well?

No. This is a cohort program that consists of six courses taken consecutively. You may choose to take additional courses to supplement your program of study. These courses will not count toward the certificate but may support your professional goals.

Registration & Payment Process

How do I register?

You must first apply and be accepted into the Transformational Leadership program before registering. Accepted students will be provided with registration instructions when notified of admission.

What is the total cost of the program?

The total six-course program tuition is \$11,995.00 and does not include housing, travel, or required reading. Please review the Withdrawal/Refund Policy before registering. The total cost of the required reading for the program ranges from \$100-\$250.

Do I have to register and pay for the entire program at one time?

Upon notification of admission, students must register for the cohort of six courses to ensure their space in the program. An interest free payment plan is available to divide tuition into three installments throughout the program.

Do you offer financial aid?

Georgetown does not offer financial aid for our non-degree certificate programs and courses. Loans and other types of financial assistance may be available through a variety of outside sources.

What are other payment options?

- *Personal Loan:* Some students may choose to finance their courses with private loans from their preferred lender. CCPE may certify loans from various lenders. CCPE has a unique campus code for Sallie Mae (Branch Code: 001445-99) and for Citigroup (school/campus code: 001445-61). Students must be approved for a loan before registering for classes.
- *Veteran Affairs Benefits:* The Transformational Leadership program has not yet been approved for Veteran Affairs Benefits.

What if my third party does not pay Georgetown?

Students are ultimately responsible for tuition costs if a third party does not make payment. Follow up directly with your third party to ensure that you are clear on the tuition payment they have authorized.

When will I receive the physical certificate of completion?

In order to receive a certificate, you must submit a certificate request through the student portal. To receive your certificate, you must successfully complete all required courses and have no outstanding student account balance. Certificates are mailed 6-8 weeks after the final grades are posted, approximately two months after the last class session. (Students have one month to complete the final paper assignment and the instructors have one month to grade the paper.) If you need proof of program completion before you receive your certificate, you may request a letter of completion by emailing itlprograms@georgetown.edu.