

**School of Public and Environmental Affairs  
Indianapolis Campus  
Certificate Program Checksheet**

***AMERICAN HUMANICS CERTIFICATION IN NONPROFIT MANAGEMENT***

Certification in American Humanics is awarded by American Humanics, Inc. of Kansas City, Missouri on the recommendation of the Campus Director. To be considered for certification a student must demonstrate competency in the knowledge and skills specified in the *Certification Competency Requirements Handbook*. A student must complete the following requirements to be considered for certification:

**Co-curricular and Service Activities**

- Be a registered member of American Humanics, Inc., Kansas City, Missouri, for at least 9 months. Registration may be done through the Campus Director.
- Be an *active* member of the American Humanics Student Association at IUPUI for at least 9 months or 2 semesters.
- Visit at least 4 nonprofit agencies

**Nonprofit management:** Complete the following courses:

Dept	Course	Title	Credit
SPEA	<b>V362</b>	Nonprofit Management and Leadership	3.0
SPEA	<b>V268</b>	AH Topics: Risk Management	1.0

**Nonprofit accounting:** Complete one (1) of the following courses:

Dept	Course	Title	Credit
BUS	<b>A200</b>	Foundations of Accounting	3.0
BUS	<b>A201</b>	Principles of Accounting	3.0
SPEA	<b>V356</b>	Nonprofit Accounting	3.0

**Youth and adult development:** Complete one (1) of the following courses:

Dept	Course	Title	Credit
PSY	<b>B310</b>	Life Span Development	3.0
SOC	<b>R335</b>	Sociological Perspectives on the Life Course	3.0

**Nonprofit career planning:** Complete one (1) of the following courses:

Dept	Course	Title	Credit
SPEA	<b>V352</b>	Personal Career Planning	1.0
SPEA	<b>V268</b>	Career Planning for Nonprofits	1.0

**American Humanics Management Institute (AHMI): (1 credit)**

For certification a student must attend at least one American Humanics Management Institute national conference held each January. Students seeking certification are encouraged to attend AHMI annually.

\_\_\_\_ SPEA V267: American Humanics Management Institute (1 credit). This course may be repeated for credit.

**Nonprofit internship: (3-6 credits)**

For certification a student must complete an internship of a minimum of 300 contact hours for 3 credit hours. All internships must be approved prior to initiation by the Campus Director. Internship credit is awarded by the formula 1 credit = 100 contact hours.

\_\_\_\_ SPEA V388: American Humanics Internship (3 - 6 credits)

**Nonprofit electives: (3 credits)**

Additional credit hours from other programs may be applied towards the AH certificate competency requirements with prior approval from the Campus Director. Students also have the option of repeating the American Humanics Management Institute (SPEA V267), undertaking a nonprofit internship in excess of 3 credit hours (SPEA V388), or electing additional AH Topics courses other than Risk Management (SPEA V268).

**The 18 hours of credit earned toward AH certification must have a GPA of 2.8 or greater.**

**Degree Requirement**

Receive a baccalaureate degree in any subject or major at the time, or prior to, receiving the AH certificate.

For additional information regarding the American Humanics certificate program at IUPUI, contact Kimberly Lane ([ktlane@iupui.edu](mailto:ktlane@iupui.edu)) at SPEA Student Services 317-274-4656.

**Revised February 24, 2004**