



# Minnesota Center for Book Arts Advanced Certificate Tracking Form

Name: \_\_\_\_\_ Date Enrolled: \_\_\_\_\_

Once you have enrolled in the Advanced Certificate program at MCBA, this form will track your progress toward your certificate. Classes taken before 2011 may be approved by MC Hyland, Adult and Artist Programs Director; classes taken after January 2011 should be signed for by the teacher of the class. It is your responsibility to keep track of this form, and to submit it when your work toward your certificate is complete. You may submit this form at MCBA's front desk or in a scanned copy via email to: [certificate@mnbookarts.org](mailto:certificate@mnbookarts.org).

## CATEGORY C CLASSES:

Workshop	Session Taken (year, term)	Credit Hours	AP Director/ Teacher Signature
ex: Extreme Boxmaking	spring 2011	15 hours	

Total Category C Credit Hours: \_\_\_\_\_ /100

## CATEGORY D CLASSES:

Workshop	Session Taken (year, term)	Credit Hours	AP Director/ Teacher Signature
ex: Drum Leaf Binding	spring 2011	3 hours	

Total Category B Credit Hours: \_\_\_\_\_ /20

**BOOK ARTS SEMINAR:**

Completion date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Student Address:** \_\_\_\_\_

\_\_\_\_\_

**Student Phone:** \_\_\_\_\_

**Student Email:** \_\_\_\_\_

**AP Director Signature:** \_\_\_\_\_

Within one month of submitting a completed copy of this form, you will receive a written letter from the Adult Programs Director, mailed to your home address, confirming that you have completed the program. The official awarding of certificates takes place once each year, in the spring.