



Small Business Center Certificate Request Form

To qualify for our Small Business Center certificates of completion, you must attend each of the core seminars and the Marketing Plan Workshop. Please put the date you attended each seminar/workshop in the box next to the title and fill out your information at the bottom of this form. When you have met the attendance requirements as listed above, please give your completed form to your instructor. Once verification of attendance is complete, you will be mailed your certificate. (Please allow 2 weeks for verification and mailing).

Date of Seminar/Workshop	Title of Seminar/Workshop Required
	Thinking of Starting Your Own Business (core)
	Fast Facts on Starting a Business (core)
	Financing Your Small Business (core)
	How to Write a Business Plan (core)
	The Financial Puzzle: Putting the Pieces Together (core)
	Developing Your Core Marketing Message (core)
	Marketing Plan Workshop

Last Name: _____ First Name: _____

Name as it should appear on your certificate: _____

Address: _____

City: _____ Zip Code: _____

Email address: _____