



## **PROFICIENCY IN COMMUNITY ECONOMIC DEVELOPMENT**

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Completing the coursework required to earn the Community Economic Development Professional Certificate will enable participants to:

- Apply community economic development theory;
- Use data to assess your local economy and evaluate potential projects;
- Understand the commercial real estate development process and its key players;
- Evaluate the financial feasibility of real estate development projects;
- Design effective workforce development strategies to improve residents' job skills, access to employment and career advancement possibilities;
- Develop initiatives to help local businesses become successful; and
- Structure micro-credit or other financing programs.

## **FACULTY**

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The unparalleled success of the NeighborWorks® Training Institute hinges on the expertise of its faculty. Faculty members are practitioners, university professors, and/or consultants. All are experts in their fields who are now or have been involved in Community Economic Development programs and projects. The NeighborWorks® Training Institute strives to meet the unique needs of adult learners. Our faculty members employ an exciting variety of training methodologies based on adult education and participatory learning principles. For up-to-date biographical information on faculty, visit [www.nw.org/training](http://www.nw.org/training).

## **COURSE REGISTRATION**

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Participants in the Professional Certificate Program register for Program of Study courses in the same manner as for all other courses at the NeighborWorks® Training Institute. Tuition for each course includes classroom instruction, materials, special afternoon workshops, and networking opportunities. Some scholarships may be available. Consult the Training Institute brochure or web site ([www.nw.org/training](http://www.nw.org/training)) for details on registration costs and deadlines. To have a Training Institute brochure faxed or mailed to you, please call (800) 438-5547 or (202) 220-2454 or e-mail [nti@nw.org](mailto:nti@nw.org).

Neighborhood Reinvestment Corporation, a national nonprofit organization, was created in 1978 by an act of Congress to revitalize America's older, distressed communities. It accomplishes this through two means: establishing and supporting a national network of local nonprofit organizations called NeighborWorks® organizations, and broadly disseminating quality tools and education for community development.

Since 1988, Neighborhood Reinvestment Corporation's Training Division has provided intensive core and specialized education and training in community development through its NeighborWorks® Training Institute to more than 25,000 professionals, including practitioners, board members, policymakers, public officials, lenders, developers, consultants, nonprofit directors, community organizers, project managers, nonprofit staff, new and well-seasoned professionals, rural and urban dwellers, leaders, activists, innovators, and achievers from every part of this country.

In 2001, Neighborhood Reinvestment Corporation introduced the Professional Certificate Programs of Study to further encourage professional and organizational capacity within the community development field. Professional Certificates are available by successfully completing coursework and subsequent evaluations offered at Training Institutes in the following Programs of Study:

- Affordable Housing
- Certified Housing Asset Manager (CHAM™) - Professional Designation  
*In partnership with The Enterprise Foundation, Local Initiatives Support Corp. (LISC), and Neighborhood Reinvestment Corp.*
- Community Building and Organizing
- Community Economic Development
- Construction and Production Management
- Home Ownership and Community Lending
- Management and Leadership
- Neighborhood Revitalization

For additional information, contact:

**Neighborhood Reinvestment Corporation**  
**Training Division**

1325 G Street, NW, Suite 800  
Washington, DC 20005  
(800) 438-5547 or (202) 220-2454  
(202) 376-2168 fax  
nti@nw.org  
www.nw.org/training



Neighborhood Reinvestment Corporation

# Community Economic Development

**PROFESSIONAL CERTIFICATE**

*A Program of Study designed exclusively  
for professionals seeking achievement in  
Community Economic Development*



NeighborWorks<sup>®</sup>  
Training  
Institute



# Community Economic

## Professional Certificate Program of Study

**Strategies to  
increase the  
economic strength  
of low- and  
moderate-income  
communities**

**A** comprehensive community revitalization strategy must focus on improving the local economy. That means creating an environment that supports the growth of neighborhood businesses and provides opportunities for entrepreneurs. Successful economic development plans aim to improve the employment skills of local residents and match those skills with the workforce needs of area employers. Economic revitalization also requires the development of physical facilities, infrastructure, and commercial centers that foster a sense of place for the community.

The Neighborhood Reinvestment Corporation's Training Division has designed a program of study to equip participants with the skills and knowledge to carry out successful economic development initiatives. The Community Economic Development Professional Certificate will empower participants to effectively utilize available financial and technical support tools to strengthen resident workforces, invigorate local businesses and energize a neighborhood economy!



# mic Development



## **EDUCATION WITH RESULTS**

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The Community Economic Development Program of Study consists of a series of courses that provides the theoretical framework, specialized tools, and technical skills necessary to design and carry out successful economic development initiatives. The Program of Study will enable participants to design and implement projects and initiatives that provide community economic benefits such as:

- Increased income levels of community residents by improving their skills and providing more jobs;
- Lower costs and better access to basic goods and services;
- An improved infrastructure and better community facilities;
- A more vibrant, active and innovative business environment; and
- A safer and more attractive neighborhood.

The curriculum lays the foundation for non-housing strategies aimed primarily at increasing the economic benefit of low- and moderate-income communities and other disadvantaged populations. The teaching methodologies emphasize a hands-on approach, combining case studies, site visits, small-group exercises, and other participatory learning methods.

## **CANDIDATES**

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The Program of Study is designed to be a useful training resource for people involved in program design and implementation as well as for funders and policy makers. Courses are appropriate for directors and program staff of:

- Community-based organizations;
- Financial institutions;
- Foundations;
- Intermediaries; and
- Local governments.

To enroll in the Program of Study toward a Professional Certificate, complete and submit the enclosed enrollment form. If you need additional copies of the enrollment form, please call (800) 438-5547 or (202) 220-2454 or e-mail [nti@nw.org](mailto:nti@nw.org).

Need additional information about enrollment in a Program of Study, the calendar of training opportunities, or course requirements? See [www.nw.org/training](http://www.nw.org/training) or contact NeighborWorks® Training Institute at (800) 438-5547, (202) 220-2454 or [nti@nw.org](mailto:nti@nw.org).

**EARN A PROFESSIONAL CERTIFICATE:**

Increase your expertise as an Economic Development Practitioner; make a difference in your economy by making it strong and vibrant!

**COMMUNITY ECONOMIC DEVELOPMENT  
PROGRAM OF STUDY ENROLLMENT FORM**

Please complete this application and return it with the \$50.00 enrollment fee to Neighborhood Reinvestment Corporation at the address below. Please complete all blanks (use N/A if a section does not apply) and print clearly. Forms are not complete without the fee.

Name:  Ms.  Mr. \_\_\_\_\_

Position Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone: \_\_\_\_\_

Office Fax: \_\_\_\_\_

Office E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Fax: \_\_\_\_\_

Personal E-mail: \_\_\_\_\_

Where would you like to be contacted?  Office  Home

Why do you seek enrollment?  Professional development  General interest

Required by supervisor  Increase organizational credibility

Required by funding source  Increase skills for a specific project/program

How long have you been in your current position? \_\_\_\_\_

How long have you been in this field? \_\_\_\_\_

What is the highest level of education you have completed?

Some high school  High School Diploma/GED  Some college

Bachelor's Degree  Master's Degree  Doctoral Degree

Please list any degrees or professional certificates you have earned:

\_\_\_\_\_

Which sector do you represent?  Public  Private  Nonprofit

Are you affiliated with a NeighborWorks® organization?  Yes  No

**PAYMENT INFORMATION**

Professional Certificate enrollments will not be processed without the \$50 fee.

Check enclosed (payable to Neighborhood Reinvestment Corporation).

Check # \_\_\_\_\_

Purchase Order Enclosed. Purchase Order Number \_\_\_\_\_

Charge my Credit Card:  Visa  Mastercard  American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on the card \_\_\_\_\_

Authorized signature \_\_\_\_\_

Please return this form and the \$50 nonrefundable enrollment fee to Neighborhood Reinvestment Corporation, Department 167, Washington, DC 20055-0167, or fax it to (202) 376-2168. For more information, please call (800) 438-5547 or (202) 220-2454 or e-mail nti@nw.org.

**COMMUNITY ECONOMIC DEVELOPMENT  
EARNING A PROFESSIONAL CERTIFICATE**

**P**rofessional Certificates in Community Economic Development will be awarded to individuals who successfully complete the five required courses and three electives. Candidates are encouraged to take Community Economic Development Principles, Practices, and Strategies as their first course, although they are not required to do so. Candidates must pass the test for each required course, if applicable, and a comprehensive praxis assignment at the end of all coursework. All requirements must be satisfactorily completed within three years of application to the Program of Study. It is possible to complete Professional Certificate requirements in as few as three institutes and, with prior approval by Training Division staff, candidates may receive credit for relevant courses taken no more than two years prior to enrollment in the Program of Study.

Program of Study courses are open to all Training Institute participants, but in order to be eligible for the Professional Certificate, candidates must formally enroll in the Program of Study. See the enrollment form included in this packet.

**NEIGHBORWORKS® TRAINING INSTITUTES  
2004**

February 23-27	Atlanta
May 3-7	Minneapolis
August 9-13	Washington, D.C.
December 13-17	New Orleans

For a list of Community Economic Development Program of Study courses that will be offered at each Training Institute, please visit [www.nw.org/training](http://www.nw.org/training) or call (800) 438-5547 or (202) 220-2454 or e-mail [nti@nw.org](mailto:nti@nw.org) for more information.

## **COMMUNITY ECONOMIC DEVELOPMENT PROGRAM OF STUDY COURSES**

**For the most up-to-date listing of Program of Study courses, visit [www.nw.org/training](http://www.nw.org/training).**

**Complete five required courses and three course electives and receive your Professional Certificate in the Community Economic Development Program of Study.**

### **REQUIRED COURSES:**

- ED101 Community Economic Development Principles, Practices, and Strategies (2 days)
- ED110 Analytical Tools and Methods Used in Community Economic Development (1 day)
- ED120 Commercial Real Estate Development (2 days)
- ED130 Strengthen Your Economy with Skilled Workers: Workforce Development (2 days)
- ED140 Strategies for Strengthening Small Businesses in Your Community (2 days)

### **ELECTIVE COURSES:**

- ED135 Sector Employment Initiatives: Linking Economic and Workforce Development (2 days)
- ED141 Help Local Businesses Improve Financially (2 days)
- ED145 Energize Your Local Economy with a Bustling Public Market (2 days)
- ED150 Commercial District Revitalization (2 days)
- ED155 Developing an Arts-Based Economic Development Strategy in Your Community (1 day)
- ED160 Financing Community Economic Development (2 days)
- ED170 Invigorate Your Economy with Small Business Incubators (1 day)
- ED175 Designing and Implementing Individual Development Account Programs (2 days)
- ED180 Making Sense of the CDFI Fund (2 days)
- ED185 The CDFI Fund: Resources for Capital and Capacity Building (2 days)
- ED186 Improve Your Community Lending Business Using CDFI's Resources (2 days)
- ED190 The New Markets Tax Credit: Can It Work for Your Community? (2 days)
- ED240 Microenterprise Development (2 days)

**Participants should consider taking the following three courses together, as they are related and build upon each other. If you are interested in empowering local businesses in your community, these courses will help you maximize your learning in this area:**

- ED140 Strategies for Strengthening Small Businesses in Your Community (2 days)
- ED141 Help Local Businesses Improve Financially (1 day)
- ED240 Microenterprise Development (2 days)