



GRADUATE ADVISORS' CERTIFICATION PROGRAM

GENERAL INFORMATION

2012 REGIONAL CONFERENCES AND 2012 BOULE

Authority: Article III, Section 22, Alpha Kappa Alpha Sorority, Incorporated Constitution and Bylaws and the results of sorority litigation.

Who must receive Graduate Advisor Certification?

- Candidates for advisor to an undergraduate chapter
- Members of the chapter graduate Advisory Committee
- Sorors in chapter leadership positions (Optional)

What is the Graduate Advisor Certification?

- **LEVEL I** – training for candidates for Graduate Advisor and Graduate Advisory Committee members and sorors in Leadership positions who have never been certified
- **LEVEL II** – training for candidates for Graduate Advisor and Graduate Advisory Committee members and sorors in chapter leadership positions who are seeking recertification

What forms and documents are required for Graduate Advisor Certification?

- From Soror to Basileus of local chapter:
 - Application and Affidavit
 - Documentation supporting conference attendance at one of the last two Boules **or** one of the last two Regional Conferences
- From Soror to Graduate Advisor Certification Program: ***Alpha Kappa Alpha, Sorority Inc., International Graduate Advisor Certification Committee, c/o Starlac McGhee, P.O. Box 669, Byron GA 31008***
 - Original Graduate Advisor Certification Application and Affidavit
 - A sealed Official Transcript or Letter (with raised seal) from college or university showing soror is at least a five year post baccalaureate graduate
 - Copy of the cashier's check or money order payable to Corporate Office in the amount of \$40 for training document fees

Graduate Advisors: Global Leaders Certified for Timeless Service



- From Soror to Corporate Office: *Alpha Kappa Alpha Sorority, Inc, 5656 S. Stony Island Avenue, Chicago, IL 60637 Attn: Membership Department*
 - Copy of Graduate Advisor Certification Form
 - Cashier's check or money order payable to Alpha Kappa Alpha Sorority, Inc in the amount of \$40.00 (**NO PERSONAL CHECKS**)

Which sorors DO NOT need to submit an official transcript or Official letter showing she is at least a five year post baccalaureate graduate?

- Sorors applying for Level II recertification
- **How will the soror know that she has been approved for the certification training?**
- The soror will receive a confirmation e-mail from the Graduate Advisor Certification Committee **OR**
- The soror will receive an e-mail of denial of training if documents are received after the postmark deadline, OR are incomplete, incorrect, or cannot be verified.

What does the fee include?

- The \$40.00 fee will include a training package containing the following:
 - Graduate Advisors' Certification Manual
 - Undergraduate Membership Intake Manual
 - General Information for the Collegian
 - Fiscal Fitness
 - Alpha Kappa Alpha Sorority, Incorporated Anti-Hazing Handbook

What is the deadline for sending documents to the Graduate Advisors' Committee and the Alpha Kappa Alpha Corporate Office?

- The absolute postmark deadline for sending documentation and fees is **February 15, 2012**

Additional Information

- Soror must be registered for the conference at which the Graduate Advisor training is to be received.
- Certification and recertification expire after 3 years.
- If a soror cannot attend the certification training on the dates/location originally indicated on her application, she may transfer her registration to a subsequent Regional Conference (at the discretion of the Regional Directors), Boule, or Leadership Conference provided it is within the same calendar year. Soror must submit a request for transfer in writing within 6 weeks following the original conference date. Request should be submitted to *Alpha Kappa Alpha Sorority, Inc., International Graduate Advisor Certification Committee, c/o Starlac McGhee, P.O. Box 669, Byron Ga 31008.*

NO ON SITE REGISTRATION

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GRADUATE ADVISOR CERTIFICATION APPLICATION

POSTMARK DEADLINE: FEBRUARY 15, 2012

SECTION I: CONTACT INFORMATION (Please print clearly or type)

NAME: _____ Financial Card #: _____
 Other Names Used: _____
 Mailing Address: _____ City _____ State _____ Zip _____
 E-Mail Address: _____
 Phone #: _____ Cell Phone #: _____
 Certification Training Requested: ___ Level I ___ Level II Location: _____
 Regional Conference: _____ Boule: _____
 Current Chapter: _____ Location: _____

SECTION II: AFFIDAVIT

I, _____, DO HEREBY SWEAR OR AFFIRM THE FOLLOWING:

That I have been a member of _____ chapter of Alpha Kappa Alpha Sorority, Inc for at least two consecutive years (24 months active membership as defined by the Corporate Office) immediately preceding the date of this application and affidavit; I have never been suspended for hazing; and I have attended one of the last two Boules or one of the last two Regional Conferences:

_____	_____
Conference Attended	Month/Year Attended
_____	_____
Signature	Date

SECTION III: NOTARY

Signed and sworn before me on this _____ day of _____ 20____

NOTARY PUBLIC (Please stamp and seal)

Expires: _____ 20 ____

SECTION IV: CHAPTER VERIFICATION STATEMENT

Based on chapter records/documents, I hereby confirm that this applicant has met the requirements for Graduate Advisor Certification training: (1) there are no chapter records of the applicant ever having been suspended for hazing; (2) the applicant has been a member of this graduate chapter for at least two consecutive years (24 months active membership as defined by the Corporate Office) immediately preceding the date of this application; and (3) has attended one of the last two Boules or one of the last two Regional Conferences:

(Printed Name)

_____	_____
Signature (Basileus or Grammateus)	Date



**GRADUATE ADVISOR CERTIFICATION APPLICATION
CHECKLIST**

COMPLETED	PART I: APPLICATION COMPLETION
	Complete Sections I & II of the Graduate Advisor Certification Application NOTE: Signature in Section II must be completed in the presence of a Notary Public
	Have application notarized in Section III of the application form.
	After notarization, submit application to Basileus or Grammateus for completion of Section IV, Chapter Verification Statement. Include documentation supporting conference annotated in Section II.
	PART II: APPLICATION SUBMISSION
	Submit documentation to <i>Alpha Kappa Alpha Incorporated, International Graduate Advisor Certification Committee, c/o Starlac McGhee, PO Box 669, Byron GA 31008</i> as follows: <ul style="list-style-type: none"> • Original Graduate Advisor Certification application and affidavit • A sealed official transcript or letter with raised university seal from college/university • A copy of cashier's check or money order in the amount of \$40 payable to Alpha Kappa Alpha Sorority, Incorporated
	Submit documentation to <i>Alpha Kappa Alpha Incorporated, 5656 S Stony Island Avenue, Chicago, IL 60637, Attn: Membership Department</i> <ul style="list-style-type: none"> • Cashier's check or money order in the amount of \$40 payable to: Alpha Kappa Alpha Sorority, Inc (NO PERSONAL CHECKS) • Copy of Graduate Advisor Certification Application & Affidavit
	Maintain a copy of all documentation submitted for your records.
	Postmark deadline for submission of all documentation FEBRUARY 15, 2012. NO EXCEPTIONS!!!