



## PRACTICAL AI SKILLS FOR THE WORKPLACE OVERALL CERTIFICATE FORM

**Submit this form in person or by mail to:** UT Arlington Continuing Education 140 W. Mitchell, Arlington, TX 76019 M: 817-272-2581 [cedregistration@uta.edu](mailto:cedregistration@uta.edu)

**Status of Processing:** Certificate request forms will be processed within ten business days of receipt. If you do not receive a receipt of confirmation within this time frame, contact our office at 817-272-2581. All certificates will be sent via email and shipped via USPS.

**Application Information:** Students must complete all program requirements prior to submitting this application. Students will be provided with both a paper and a PDF copy of the certificate of completion.

### STUDENT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

### CERTIFICATE REQUIREMENTS (3 Courses)

\_\_\_\_\_ AI for Everyday Work – How to Use ChatGPT, Automation Tools and Prompt Writing

\_\_\_\_\_ Introduction to Generative AI for Business and Administration

\_\_\_\_\_ Using AI for Marketing, Emails and Content Creation



**FEE & PAYMENT**

Item	Price
Application Fee: Includes paper and PDF certificate	\$50.00

Charge To:

Visa     Master Card     Discover     American Express

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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Certificate Mailed		

Notes: