



Our comprehensive certificate programs support the education and career goals of public and private sector professionals. We offer two Certificate Programs: the **Certificate in Congressional Operations** and the **Certificate in Communication and Advocacy**.

Certificate in Congressional Operations

Our **Certificate in Congressional Operations** explores the legislative process and congressional communication. This program gives government employees, legislative affairs professionals, interest groups, law firms, NGOs, and media organizations the background needed to effectively participate in the legislative arena.

Our courses help students understand the legislative process, prepare congressional testimony, draft federal legislation, research legislative histories, monitor legislation, communicate with Congress, and work with federal regulatory agencies.

Courses

The program requires completion of at least 12 course-days within 3 years of enrollment. There are 4 required courses and 12 elective courses.

More information:

thecapitol.net/cco.htm or
CongressionalOperations.com

Required Courses (5 1/2 course-days)

- Congress in a Nutshell (1/2 day)
- Congressional Dynamics and the Legislative Process (1 day)
- Capitol Hill Workshop: Politics, Policy and Process (3 days)
- Understanding Congressional Budgeting and Appropriations (1 day)

Elective Courses (minimum of 6 1/2 course-days)

- Preparing and Delivering Congressional Testimony (1 day)
- Drafting Effective Federal Legislation and Amendments (1 day)
- The New Congress (1 day)
- Advanced Legislative Strategies (3 days)
- The President's Budget (1 day)
- The Defense Budget (1 day)
- Advanced Federal Budget Process (2 days)
- How to Find, Track, and Monitor Congressional Documents (1/2 day)
- How to Research and Compile Legislative Histories (1 day)
- Writing Congressional Correspondence (1-1/2 days)
- Update on the Congress (1/2 day)
- Congress, the Legislative Process, and the Fundamentals of Lawmaking—9-part Audio Course (2 days)

General Requirements

To enroll in either Certificate Program, please submit a letter of intent (available on our web site) prior to completion of all required courses. The letter of intent must be submitted before all required courses are completed. There are no extra fees above the regular course tuition fees to register in a Certificate program. Students may substitute relevant professional experience for one (1) required course. Please speak with our Director of Training: 703-739-3790 ext. 115 to learn more. Anyone attending our programs since January 2006 may apply attendance credit from those courses toward the course requirements. After submitting your letter of intent, you then register for courses as you normally would; tuition details are provided in each course description. Standard payment, cancellation, and transfer policies apply to all Certificate Program courses.

Certificate in Communication and Advocacy

Our **Certificate in Communication and Advocacy** gives public affairs and legislative affairs professionals the background they need to effectively communicate and advocate. Our hands-on training is ideal for government, public affairs, legislative affairs, and public relations professionals, interest groups, law firms, NGOs, and media organizations.

Courses emphasize key skills in media relations, crisis communication, executive briefings, speechwriting, writing congressional correspondence, critical thinking and writing, Internet use in public affairs, and working with Congress and congressional staff.

Courses

The program requires completion of at least 12 course-days within 3 years of enrollment. There are 3 required courses and 9 elective courses.

More information:

thecapitol.net/ccs.htm or
CommunicationAndAdvocacy.com

Required Courses *(5 course-days)*

- Capitol Hill Workshop: Politics, Policy and Process *(3 days)*
- Writing for Government and Business: Critical Thinking and Writing *(1 day)*
- Speechwriting: Preparing Speeches and Oral Presentations *(1 day)*

Elective Courses

(minimum of 7 course-days)

- Media Relations for Public Affairs Professionals *(1 day)*
- Advanced Media Relations *(1 day)*
- Crisis Communications Training *(1 day)*
- Congressional Oversight and Investigation *(1/2 day)*
- Effective Executive Briefings *(1 day)*
- Strategies for Working with Congress: Effective Communication and Advocacy on Capitol Hill *(1/2 day)*
- Public Affairs and the Internet: Advanced Techniques and Strategies *(1 day)*
- Understanding the Regulatory Process *(1 day)*
- Preparing and Delivering Congressional Testimony *(1 day)*
- Writing to Persuade *(1 day)*