

PDA Certificate in Private Company Governance FAQ

Type	Question	Answer
General Inquiries	When will the Certificate be on the website?	The Certificate in Public Company Governance will be launched on the website from July 2021.
	What are the components/benefits of the Certificate? How long does it take to complete?	Check out this power point . You should plan to spend around 12 hours in certificate study. Most learning is self-paced. Live group mentoring comprises 4.5 hours.
	Can I enroll for the Certificate now?	Registration will be open to all PDA members from Summer 2021. For now, we are piloting with a small group of members who registered interest some time ago.
Registration	How do I register?	If you are part of the Spring '21 pilot group, you will have received an email from CEO Alan Aldworth with the registration link. If you are not part of this group, you will need to wait until Summer '21 to register.
Self-Assessment	Why do I have to complete a self-assessment?	The self-assessment helps PDA to know your level of experience/knowledge. You will be asked the same questions at the end of the Certificate program. We hope you will feel that you have learned and gained a lot.
Required Reading	I would like to have my own copy of the <i>Private Company Governance Basics: A Director's Guide</i> . How do I receive this?	The Guide is available to all members. You can download it online .
	I would like to have my own copy of <i>The Private Company Board of Directors Book</i> by Elizabeth Hammack. How do I receive this?	This book will soon be available to buy from the PDA website. For now, you can buy it here .
	I would like to have the templates from <i>The Private Company Board of Directors Book</i> by Elizabeth Hammack's. How do I receive this?	The templates are available to all members. You can download them online .

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Knowledge Check	I need to retake this. Where do I go?	If you are on the Certificate Program landing page, click on Table of Contents under Course Details and then scroll to Knowledge Check under the Required Reading section. You can also navigate here , login, click on MY ACCOUNT, click on MY COURSES, and then click on VIEW COURSE, scrolling to find Knowledge Check.
	I think there is a mistake in the Knowledge Check. How do I have this corrected?	Please contact the Administrator at admin@privatedirectorsassociation.org detailing the Knowledge Check question number and technical or governance error. A screenshot will also help. We will be happy to check.
Live Group Mentoring - Mentees	I can't get into the only group where the dates suit me. What can I do?	Groups are capped at 10 to allow meaningful and manageable discussion. Don't worry, many more dates and groups will be offered through the year. Why not review our webinars and then complete your live group mentoring?
	None of the dates suit me, what can I do?	Don't worry, many more dates and groups will be offered right through the year. Why not review our webinars and then complete your live group mentoring?
	Who are the mentors?	Mentors are a diverse set of experienced private company directors who all have a lot to share. You will receive details of your mentor when you register.
	I want to pick the best mentor for me. How can I see who is who?	We offer Mentor selection only by date/availability. Mentors are a diverse set of experienced private company directors who all have a lot to share. You will receive details of your mentor when you register.
	I need to change my mentoring dates. What should I do?	Please contact the Administrator at admin@privatedirectorsassociation.org with details of the dates that no longer work for you. Your participation will be cancelled. Please note that you may have to wait for upcoming live group mentoring sessions to be posted. Sessions fill up very quickly and changing dates is not advised.
	I missed a session. How can I catch up?	You can ask your mentor if s/he recorded the session. If not, you can see if s/he is offering a make-up session, but s/he is under no obligation to do this. You can still carry on with your Certificate studies even if you have not been able to take part in all three mentor sessions.
Webinars	I think other webinars would be more useful to me. Can I swap the recommended ones for others, live or archive?	Yes, please watch whatever is most valuable to you. We simply ask that you cover at least three topics.

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Final Assessment	The system won't let me complete the Final Assessment. What is wrong?	You need to have scored at least 80% on the Knowledge Check to take the Final Assessment. Use the blue Table of Contents bar to get back to the Knowledge check and retry. Good luck!
	I need to retake the Final Assessment, but I can't get back to it. Where do I go?	If you are on the Certificate Program landing page, click on Table of Contents under Course Details and then scroll to Final Assessment under the Assessment section. You can also navigate here , login, click on MY ACCOUNT, click on MY COURSES, and then click on VIEW COURSE, scrolling to find Final Assessment.
	I think there is a mistake in the Final Assessment. How do I have this corrected?	Please contact the Administrator at admin@privatedirectorsassociation.org detailing the Final Assessment question number and technical or governance error. A screenshot will also help. We will be happy to check.
	Why do I have to do a second and Final Self-Assessment?	It helps you and PDA gauge how much you have learned. It is necessary to complete this final self-assessment in order to receive your certificate.
Course Evaluation	Do I have to complete the Course Evaluation?	It is necessary to complete this before receiving your certificate. Thanks for your useful feedback which will help us improve the course for other members.
Receiving Certificate and	I earned my certificate, but I haven't received it. Why not?	Did you complete the Final Self-Assessment and Course Evaluation after you completed the Final Assessment? If not, please go back to the Certificate program landing page, using the Table of Contents to complete these steps. If you still don't receive it, please check your spam folder. If the issue persists, please contact the Administrator at admin@privatedirectorsassociation.org .
	I was told that I would receive a digital badge, but I haven't. Why not?	Badges will be emailed from Openbadges.me and will be sent 7-10 business days after you complete the program. If you still don't receive it after that point, please check your spam folder. If the issue persists, please contact the Administrator at admin@privatedirectorsassociation.org .