

Certificate in Business Analytics (FTMBA)

If you are a FTMBA and are pursuing the [Certificate in Business Analytics](#), you are required to take the following action:

1. Go to [CalCentral](#)
2. Under Student Resources>Submit a Form, select the Graduate Academic Plan Change Form
3. In the Request Type dropdown, select Add Plan
4. In the New Plan box type 00OPT2010G and then click the magnifying glass
5. Click on the certificate name
6. Click Submit

This will route the request to an advisor and after it's approved the certificate will show up on your Academic Progress Report (APR). You can track your certificate progress on the APR. Here is a more detailed [job aid](#) that you can refer to as needed and don't hesitate to contact FTAcademics@haas.berkeley.edu with further questions.

*No other action is needed to declare your intent to pursue the certificate or to indicate that you have completed the certificate. We will be retiring the old Statement of Intent and Completion Google Forms and will rely solely on the APR to track certificate progress and validate certificates once requirements are met.