

## **New Credit Certificate Program Approval**

The Board of Regents program approval policy delegates certificate approval authority to the KCTCS President or his designee. Since that responsibility now lies with the Chancellor, new certificates can be processed expeditiously with review by the Chancellor and ratification by the Board of Regents.

### **Features and Characteristics of Certificate Programs**

- Organized program of study consisting of courses designed to meet a defined set of competencies.
- Qualifies students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, prepares students at skill levels expected of employees in an occupation found in the local economy.
- Applicable to the requirements of a diploma or associate degree in the same or a related field of study. Requests for exceptions to this characteristic must accompany the documentation needed for approval.
- May contain general education courses emphasizing the skills identified in the SCANS report that are critical to entry-level workforce success for persons prepared at the certificate level, and associated with the diploma or associate degree program.

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified three foundation skills and five competencies necessary for success in the workplace:

- Foundation Skills
  - ◆ Basic Skills – reading, writing, arithmetic, mathematics, listening, and speaking;
  - ◆ Thinking Skills – thinking creatively, making decisions, solving problems, knowing how to learn, and reasoning;
  - ◆ Personal Qualities – individual responsibility, self-esteem, sociability, self-management, and integrity/honesty
- Competencies
  - ◆ Resources – allocating time, money, materials, space, and staff;
  - ◆ Interpersonal Skills – working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds;
  - ◆ Information – acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information;
  - ◆ Systems – understanding social, organizational, and technological systems, monitoring and correcting performance, and designing or improving systems

- ◆ Technology – selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies

### **Certificate Identification**

The primary purpose and features of certificate programs of study are to provide marketable, entry-level skills for a time period less than that required for diploma or associate degree programs. Given the numerous ways that the term “certificate” is used within KCTCS and by other agencies, this program of study should have a unique, readily identifiable label.

### **Program Length**

Certificate programs containing the features and characteristics outlined above should generally range from 12 credit hours to 36 credit hours in length. Proposals for programs with fewer than 12 credit hours or more than 36 credit hours should include a compelling rationale for either a shorter or longer program.

### **Program Records and Data Reporting**

KCTCS colleges now use two methods of recording programs. CPE and all Kentucky institutions use the Classification of Instructional Programs (CIP) taxonomy titles and numbering to organize and describe educational programs. This coding system is used to report program data to the National Center for Education Statistics (NCES) through the Integrated Postsecondary Education Data System.

The second method of recording programs uses the Dictionary of Occupational Titles (DOT) taxonomy developed by the Department of Labor to organize and describe each occupation found in the workforce. Technical colleges have used the coding system from the DOT to associate instructional programs with occupations.

CIP and DOT classification schemes are designed to serve different purposes. Certificate programs will be assigned the appropriate CIP and DOT codes and recorded on the KCTCS program inventory.

### **Student Assessment and Placement**

In conformance with the KCTCS Student Assessment and Placement Policy, the expected entry-level academic achievement must be identified for each new certificate. Assessment and placement at four levels have been adopted: ACT 18 and COMPASS/Asset equivalents for entry into associate degree programs; COMPASS scores at three levels for entry into certificate and diploma programs. The appropriate academic skill entry level should be identified for each new certificate program from the admission levels identified in the Student Assessment and Placement Policy. For some certificates, it may be appropriate to identify academic skills at the same level as is required for associate degrees. As well as COMPASS, WorkKeys scores may be proposed for admission to a certificate program.

The Chancellor is authorized to expedite the initiation of a new Certificate providing that the following conditions are met:

1. first-level curriculum approval processes are completed:
  - college division, college curriculum review committee, and college faculty;
2. full curriculum approval process is completed within four months following the KCTCS Chancellor's approval:
  - peer review by the Senate Curriculum Review Committee and the Senate Council; final approval by KCTCS college(s).
3. unless the Senate curriculum review process and final curriculum approval process by KCTCS college(s) is completed, the certificate shall be offered only as a one-time pilot.
4. colleges must be approved to offer the certificate as specified in section 4.11.1.5 – Approval and Evaluation Processes.

Certificates may be derived from existing diploma or associate degree programs, developed in conjunction with a new diploma or degree program, or developed independent of any other program.

The "Certificate Program Approval Process format is to be used when applying for certificate program approval unless embedded within a new diploma or degree program proposal. Directions for completion of the certificate program approval process format follow:

- I. Identification
  - College - Submitting institution indicates the name of the college.
  - President's Signature - President/CEO signs the form verifying approval of proposal.
  - Date Submitted - Submitting college indicates date submitted to Chancellor.
  - Date Received - Chancellor's Staff note date received.
  - Program Title - College indicates name of certificate, if part of an approved curriculum, and recommends a title if not.
  - CIP Code - College indicates CIP code; Chancellor's Staff verifies appropriate code.
- II. Curriculum Description
 

Courses required for certificate completion should be listed. Recommended course sequence as well as any new courses and competencies should also be included.
- III. Program Need
 

Describe how the need for this program was determined (e.g. needs assessment survey; request from business and industry).
- IV. Collaboration
 

Describe efforts to collaborate with other institutions to maximize resources and avoid unnecessary duplication.

- V. **Catalog Description**  
Provide the program description as it appears or will appear in the KCTCS catalog.
- VI. **Licensure/Certification**  
Mark the "yes" box if this program leads to licensure or industry certification and "no" if it does not. If "yes" is marked, specify the specific credentialing agency and credential.
- VII. **Certificate Part of Existing Diploma or Degree Program**  
If the certificate is part of an existing degree or diploma program, mark "yes" and give the name of the program. If not an embedded part of an existing degree or diploma program, mark "no" and indicate the projected average yearly enrollment and completions.
- VIII. **Admission Requirements**
- a. **Assessment/Placement Level**  
  
Please select assessment/placement level I, II, or III based on the level of math, reading, and English competence required for program success. If alternative WorkKeys assessment/placement levels have been established in lieu of COMPASS/ASSET scores, please indicate the program requirements.
  - b. **Additional Admission Requirements**  
  
If the certificate program is embedded in a selective admission program and is only available to students who have been admitted to the program, please mark "yes" and specify admission requirements. If there are no special admission requirements, mark "no."
- IX. **Resources\***  
If additional resources will be required in order for the college to offer the certificate program, mark "yes" and identify the source of these resources. If additional resources will not be required, mark "no."
- \*COE accredited institutions should also address: a) availability of qualified faculty, b) potential enrollment, and c) facility and equipment needs.
- X. **Projected Implementation Date**  
Provide the date the new certificate program will be offered.