



Title: CONTINUING EDUCATION CERTIFICATES

Code: EE0132

Policy Reference: E0101, Faculty Professional Development

The state approves degree or diploma programs, advanced technical certificates, and courses according to guidelines provided in the state Educational Services Manual (ESM). The college may award a certificate for a single course, or may combine courses to offer a certificate program. For certificate programs, the college requires an approval process usually involving advisory committees.

I. TYPES OF CERTIFICATES GRANTED

- A. Single Course/Workshop/Seminar Certificate--continuing education students are usually awarded a certificate with Continuing Education Credits (CECs) for 40 hours per credit.
- B. Workshop/Seminar Program Certificates--the continuing education 400-level courses may be created and combined into a curriculum to serve specialized needs for updating workers.
- C. WTCS Pathway Certificates (WPC)--courses already approved for existing programs may be placed in a combination of technical or support courses, but no alternate courses from the already approved parent program curriculum or other alternate courses are permitted. There is always a one-to-one (1:1) relationship between the WPC and the already approved parent program. These certificates must provide skills that lead to a job and target those who are just beginning in a pathway of study and become a mechanism for recruiting students to begin meeting degree or diploma requirements.
- D. Advanced Technical Certificates (ATC)--courses specifically developed to provide greater depth for students presently employed, or graduates of other credential programs, to gain technical knowledge and skills in specific occupational areas beyond those provided by associate degree programs. ATC's can meet specific business and industry needs and may be tied to specific exams, licensure, or industry credentials. ATC's provide a clear credential option for advanced professional development training and help ensure industry relevance and marketability.

II. DEVELOPING CERTIFICATES

- A. Single Course/Seminar/Workshop Seminar Certificate--any course, usually 400-level courses, may be offered and students awarded a certificate. To create a new continuing education course, a course update form is approved by the dean and submitted to the Curriculum Department.



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

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- B. Course/Seminar/Workshop Certificate Programs--an academic plan listing all courses to be included in the certificate program is submitted to the Curriculum Department. The certificate may use existing courses or new courses submitted on the course update form. The courses are usually 400 level, and courses and curriculum require approval of the dean.

- C. WTCS Pathway Certificates (WPC)--WPC programs shall follow the standard processes and procedures for new program approval outlined in the WTCS ESM Chapter 3. This includes submission and approval of a WTCS Concept Review form and Program Approval form. WPC programs shall consist of 2-18 credits of technical or support courses and must have a one-to-one (1:1) relationship between the WPC and the already approved parent program. Courses in the certificate must be from the first two semesters of the already approved program. The certificate requires district board and state approval. The certificate program is included in the college catalog.

- D. Advanced Technical Certificates (ATC)--ATC programs shall follow the standard processes and procedures for new program approval outlined in the WTCS ESM Chapter 3. This includes submission and approval of a WTCS Concept Review form, Program Approval form, and ATC Curriculum form. At least 70% of program credits must be of advanced technical occupational content. Additional courses may be drawn from existing approved course work or other new courses. ATC programs shall consist of between 9-25 technical and supportive credits. Elective courses are not allowed. The certificate requires district board and state approval. The certificate program is included in the college catalog.

III. AWARDING CERTIFICATES

Students must initiate a request for the certificate upon completion of the certificate program. Upon completion of requirements, the dean of the pathway approves the actual certificate and the certificate is awarded by the division. The Registrar's office maintains individual course records and official transcripts. Certificates of completion for single courses/seminars/workshops may be awarded by the instructor according to divisional needs and standards.

Office of Responsibility: Curriculum Department

Last Reviewed: Apr-2022