



## ADMINISTRATIVE REGULATION AND PROCEDURE

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Title: CONTINUING EDUCATION CERTIFICATES

Code: EE0132

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Policy Reference: E0101, Faculty Professional Development

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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. Technical/Vocational Program Certificates--courses already approved for existing programs may be placed in a combination of 6-18 credits of technical, support courses, or recommended electives. These certificates have a title related to the program, targeting a unique audience. Usually offered to those with previous occupational experience, working in a related field, or postsecondary education, it becomes a mechanism for recruiting students to begin meeting degree or diploma requirements. The courses may be a combination of required and optional courses allowing the certificate to serve a broader base of related jobs.
- D. Advanced Technical Certificates--courses specifically developed to provide greater depth for students who completed the associate degree program. The certificate requires district board and state approval and is good for a three-year period. Renewal may be requested.

### 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 Office of Instructional Design.
- B. Course/Seminar/Workshop Certificate Programs--an Academic Plan update form lists all courses to be included in a certificate program. The certificate may use existing courses or new courses submitted on the course update form. The



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courses are usually 400 level, and courses and curriculum require approval of the dean.

- C. Technical/Vocational Program Certificates--an Academic Plan update form lists all courses to be included in a certificate program. The courses are from existing diploma or degree programs and are state-approved programs. The curriculum must be approved by an advisory committee and the dean. The certificate program is included in the college catalog and in the Continuing Education Class Schedule.

### **III. AWARDING CERTIFICATES**

Students must initiate request for the certificate upon completion of the certificate program. Upon completion of requirements, the dean of the division 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: Instructional Design