CERTIFICATE PROGRAM GUIDELINES

Per the California Community College Chancellor's Office the following noncredit educational programs must be submitted to the Chancellor's Office in order to claim apportionment:

- Career Development and College Preparation (CDCP) Programs)*:
  - Certificate of Competency—a certificate in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution
  - Certificate of Completion—a certificate leading to improved employability or job opportunities

English as a Second Language, Elementary and Secondary Basic Skills, Short-term Vocational, or Workforce Preparation (basic skills of speaking, listening, reading, writing, mathematics, decision-making, and problem-solving skills that are necessary to participate in job-specific technical training)

- Adult High School Diploma
- Noncredit Apprenticeship Programs

Program Narrative Template
- Required courses (minimum two [2] courses)
  - Subject area (e.g. ACCT)
  - Course number (e.g. 500)
    - Requires confirmation from Curriculum Analyst based on available course numbers in the subject area.
  - Course title (30 characters max)
- Required hours (total hours from all required courses)
- Advisory courses-if any
- Recommended skill level(s)-if any
- Certificate program title
  - Does not need to include the word "program" in the title
  - No character limitation
  - Should be clear and concise, differ from any current program title, take diverse student population into consideration)
- Program description (no character limitation; should be clear and concise; should take diverse student population into consideration)
  - At a minimum should include:
    - Certificate program title
      - No character limitation but should be clear and concise
    - Certificate program goal(s)
    - Certificate program objective(s)
    - Student outcomes (employment, job opportunities, career pathway(s), higher education opportunities)
      - "Upon completion of the certificate program the student will be prepared…"
    - Student pathway(s)-within SDCCE and/or credit college

See next page for certificate program description template. Refer to SDCCE College Catalog for examples.

San Diego College of Continuing Education
Certificate Program

[Insert Certificate Program Title]

[insert certificate program description, including certificate program goals and objectives]

Complete the following sentence with student outcomes (employment, job opportunities, career pathway(s), higher education opportunities):

Upon completion of the certificate program the student will be prepared

Required Courses
[list courses: subject area, course number, and course title]