# Built from a stolen CIO conference presentation

# Certificates and you

**Jeff Waller**, recovering former Curriculum Chair

# Types of Certificates

**<u>Officially Recognized</u>** (System office approval)

**Credit**

- Certificate of Achievement, 18+ units
- Certificate of Achievement, 12 up to not quite 18 units

**Non-credit**

- Certificate of Completion
- Certificate of Competency

**<u>Local certificates</u>** (No System office approval)

- Certificate of <u>Proficiency</u>, under 18 units

# Credit Certificates

**Title 5, Section § 55070**

**Certificate of Achievement**

- 18+ semester units / 27 + quarter units
- degree-applicable credit coursework
- **requires** System Office approval
- may be listed on a student **transcript**
- may not be given any other designation
- symbolizes successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented to **career or general education**
- **May not** be awarded for basic skills or English as Second Language (ESL) coursework

# Credit Certificates

**Shorter credit certificates** ( "**low-unit**" certificates)

- **12 or more semester units** or 18 or more quarter units of degree-applicable credit coursework
- District has the **option** to submit for approval as certificate of achievement
  - **may be** listed on student's **transcript** after approved by System Office
  - **may be** referred to as a Certificate of Achievement, Completion, or Competency

    after approved by System Office

# Credit Certificates

**Non System Office approved** "**low-unit**" certificates

- less than 18 semester (27 quarter) units

- do not require System Office approval

- may not be referred to as a Certificate of Achievement, a Certificate of Completion, or a Certificate of Competency

- **may not** be listed on a student's **transcript**

# Grossmont Certificates approved by System Office

Administrative Assistant -- Business and Management

American Sign Language -- Education

Arabic -- Foreign Language

Baking and Pastry -- Family and Consumer Sciences

Business Administration -- Business and Management

Business, General -- Business and Management

Cardiovascular Technology: Invasive -- Health

Cardiovascular Technology: Noninvasive -- Health

Chef Apprenticeship -- Family and Consumer Sciences

Chemistry -- Physical Sciences

Child Development Master Teacher -- Family and Consumer Sciences

Child Development Site Supervisor -- Family and Consumer Sciences

Child Development Teacher -- Family and Consumer Sciences

Computer Programming -- Information Technology

Corrections -- Public and Protective Services

Creative Writing -- Humanities (Letters)

CSU General Education Breadth -- Interdisciplinary Studies

Culinary Arts -- Family and Consumer Sciences

Culinary Arts -- Family and Consumer Sciences

Dance -- Fine and Applied Arts

Disability Services Management -- Public and Protective Services

English -- Humanities (Letters)

Executive Assistant -- Business and Management

Forensics Technology -- Public and Protective Services

French -- Foreign Language

German -- Foreign Language

Hospitality and Tourism Management -- Family and Consumer Sciences

IGETC -- Interdisciplinary Studies

International Business -- Business and Management

Law Enforcement -- Public and Protective Services

Legal System/Court Management -- Public and Protective Services

Local Area Network Support Specialist -- Information Technology

Management -- Business and Management

Marketing -- Business and Management

Media Communications: Audio -- Media and Communications

Media Communications: Cross Media Journalism -- Media and Communications

Media Communications: Video -- Media and Communications

Multimedia: Software Development Emphasis -- Media and Communications

Multimedia: Video Emphasis -- Media and Communications

Multimedia: Visual Design Emphasis -- Media and Communications

Multimedia: Web Development Emphasis -- Media and Communications

Musical Theatre -- Fine and Applied Arts

Orthopedic Technology -- Health

Respiratory Therapy -- Health

Restaurant and Food Services Management -- Family and Consumer Sciences

Retail Management (WAFC) -- Business and Management

Russian -- Foreign Language

School Age Child Care -- Family and Consumer Sciences

Security Management -- Public and Protective Services

Small Computer Specialist -- Information Technology

Spanish -- Foreign Language

Technical Training Program -- Fine and Applied Arts

Theatre Arts: Acting -- Fine and Applied Arts

Theatre Arts: Technical -- Fine and Applied Arts

Vascular Technology -- Health

Web Master -- Information Technology

# Noncredit Certificates

- Courses are repeatable

- Generates apportionment

- Two categories – noncredit and enhanced noncredit

- No state aid or apportionment may be claimed on account of the attendance of students in noncredit classes in dancing or recreational physical education

# Noncredit Certificates

- All noncredit course programs that receive funding **must be approved by the Chancellor's Office.**

- Certificate of completion – sequence of courses leading to improved employability or job opportunities

- Certificate of competency – sequence of courses, including basic skills and ESL, that prepares a student to take credit coursework.

# Noncredit course categories eligible for state funding

**Title 5, Section 58160 and page 96 and 190 of PCAH, 5th Edition**

- **English as a Second Language**
- **Immigrant Education (including citizenship)**
- **Elementary and Secondary Basic Skills (incl. supervised tutoring)**
- Health and Safety
- **Courses for Adults with Substantial Disabilities**
- Parenting
- Home Economics
- Courses for Older Adults
- **Short--Term Vocational (incl. apprenticeship)**
- Workforce Preparation
- **Future funding under AB86 is limited to the 5 areas in blue above**

# Noncredit courses eligible for enhanced funding

**Career Development and College Preparation (CDCP) Enhanced  Funding  Categories**

- ESL
- Math and English basic skills
- Short-term CTE courses with high employment potential
- High school diploma or equivalency certificates
- Workforce preparation courses in the areas of basic skills of speaking, listening, reading, writing, mathematics, decision-making, and problem solving skills that are necessary to participate in job-specific technical training
- Programs  for  apprentices

## New Program [CCCCO]

**1 SPO2: Program Award** [ B - Certificate of Achiev ▼ ]

**8 Faculty Workload** [                    ]

**2 Program Title** [                    ]

**9 New Faculty Positions** [                    ]

**3 Progam Goal** [                    ▼ ]

**10 New Equipment** [                    ]

**4 SP01: Program TOP Code** [                    ▼ ]

**11 New/Remodeled Facilities** [                    ]

**5 Required Certificate Units Minimum** [                    ]

**12 Library Acquisitions** [                    ]

**Required Certificate Units Maximum** [                    ]

**13 Program Review Date** [                    ]

**6 Annual Completors** [                    ]

**14 Gainful Employment** ○ Yes ◉ No

**15 Apprenticeship** ○ Yes ◉ No

**7 Net Annual Labor Demand(CTE only)** [                    ]

**16 Distance Education** [                    ▼ ]

**17 CTE Regional Consortium Approved** ○ Yes ◉ No

**18 District Governing Board Approved** ○ Yes ◉ No

**19 District Governing Board Approval Date** [                    ▦ ]

**20** [ Save ] [ Save & Exit ]

# Supporting Documentation

- Narrative – describing development of certificate
- Course Outlines of Record for each course
- Transfer documentation, if applicable
- CTE requires labor market information, advisory committee recommendations, and regional consortia approval meeting minutes … phew …

# Resources

- [Career Ladders Project info on Stackable Curriculum](#)
- [Stackable Curriculum Example 1](#)
- [Stackable Curriculum Example 2](#)
- [Noncredit Information Part 1](#)
- [Noncredit Information Part 2](#)
- [PCAH (Program and Course Approval Handbook)](#)