

Certificate Form

Certificates of Achievement (if applicable):

- A. An Annual Update must be completed for each Certificate of Achievement program.
- B. Programs with stackable certificates fill out the following form, which is included in the related degree program review.
- C. Stand-alone certificates fill out the entire Annual Update.

Name of Program: _____

Certificate Name	JSC	CA	Is the certificate stackable?	Is the certificate a stand alone program?

Please discuss the following questions regarding all area Certificates of Achievement (CA):

1. List certificates that are proposed for addition.
2. List certificates that are proposed for deletion.
3. For this CA, what are the SOC codes (Occupational Titles and codes) that students who complete the CA will be able to obtain entry-level employment in, and what are the projected annual openings and median salary for each occupational title? You can use your latest Program Review data for your response.
4. For this CA, what process was followed to ensure the required and possible elective courses were adequate for entry level employment (such as advisory committee input, surveys, industry feedback, licensing or accreditation agencies)? How often do/will you re-examine the effectiveness of certificate requirements?
5. What is your annual completion target (number of certificates awarded) for this CA? What was the number of awards in this CA for each of the past three years? Based on your results, what changes could you make in your program to meet or continue to exceed your target (such as course content, scheduling/sequence, outreach, instructional strategies)?