



Guidelines for Career Pathway Certificate of Completion Program Approval Process

Effective: July 1, 2007

Document revised: November 6, 2009

Special Note - Beginning January 1, 2010 the Career Pathway Certificate of Completion process can be found in the companion document "Guidelines for Career Pathways Certificate of Completion Notice of Intent Process" found at: <http://www.odccwd.state.or.us/prgapproval/appsandwkshts.aspx>. Notices submitted shall follow these guidelines.

Overview

This document updates the original Career Pathway Certificate of Completion Program Approval Process effective as of July 1, 2007. Changes in the use of an online program approval systems, staffing, as well as refinements and suggestions from community college & state agency staff has led to this revised version of the document. This document is intended for college and state personnel not as an advising document for students.

Career Pathway Certificate of Completion programs consist of grouping of credits that are wholly contained in an approved Associate of Applied Science (AAS) degree. AAS degree/option, or a certificate of completion (45+ credits). Because a Career Pathway Certificate of Completion program (12 to 44 credits) provides a credential to acknowledge proficiency in technical skill groupings contained in courses already approved through the program approval process these certificates follow a more streamlined approval process.

In general, the purpose and intent for a Career Pathway Certificate of Completion program:

- Acknowledges a specific technical skill proficiency to help a student qualify for a job or enhance employment opportunities;
- Provides skill competencies tied to a specific occupation or job in demand in local or state economies;
- Provides a credential for a segment of a program;
- Centers on needs of students by providing educational options;

- Provides the flexibility to achieve specific competencies within an aligned career path or program of study; and
- Meets financial aid requirements (12 credits) only as part of an approved Associate of Applied Science (AAS) Degree, AAS degree/option or certificate of completion (45+credits).

Because Career Pathway Certificates of Completion courses are wholly contained within a larger approved base AAS degree, AAS degree/option, or independent certificate of completion, their purpose/intent and program outcomes are most effectively presented within the context of the base AAS degree/Option or certificate of completion (45+ credits). A Career Pathway Roadmap graphic is used to efficiently and effectively present this context and relationship.

Assumptions that Guide Career Pathway Certificate of Completion Program Approvals:

1. Community colleges accept full responsibility to assure that requirements are of "collegiate level instruction," and incorporate any general education and related instruction as required by a local community college board, the Northwest Commission on Colleges and Universities, or the Oregon State Board of Education.
2. Occupational objectives/entry points for Career Pathway Certificate of Completion programs may be less than fulltime, e.g., temporary, seasonal, but must align with the overall employment opportunities of the AAS degree/option or certificate of completion (45+ credits), and it must be likely and evident that there will be employment advancement opportunities as a student gains additional experience and additional education.
3. All Career Pathway Certificate of Completion programs provide collegiate level instruction for state or regional high skill, high wage and/or high demand occupations.
4. Community colleges list credits and courses or skills, competencies or outcomes on the Career Pathway Certificate of Completion to communicate the size and scope of the technical skill attainment of the student and to the employer.
5. Transcribing Career Pathways Certificate of Completion programs support students' success and demonstrates skills proficiency to employers and others. Transcribing Career Pathway Certificate of Completion programs is encouraged. Transcribing is a locally-driven community college decision and process.
6. Courses that are wholly contained within an AAS degree or certificate of completion can include electives related to competencies requested for the technical skill proficiency or employer requirements. Electives included in the AAS base degree of

the base certificate of completion (45+ credits) must be related to the AAS degree or certificate of completion and count toward completion of an AAS degree or certificate of completion.

7. Certificates of completion (45+ credits) are evaluated according to the existing rules and guidelines described in the Oregon Administrative Rules and the Community College Handbook.
8. Career Pathway Certificate of Completion programs cannot be approved for Associate of Science (A.S.) Degrees at this time.
9. The Career Pathway Certificate of Completion program approval replaces the current approval process for all Certificate of Completion program applications in the 12-44 credit range, such as Less Than One Year (LTOY) Certificate, that are wholly contained in a larger AAS degree or AAS degree/option or certificate of completion (45+ credits).
10. Colleges can continue to develop Less Than One Year (LTOY) Certificates or stand-alone Certificates (12-44 credits) in circumstances where competencies required for the technical skill proficiency include courses that are not wholly contained within an AAS.
11. Colleges can change the name of Less Than One Year (LTOY) or other less than 45 credit certificates in AAS degree programs that were approved prior to July 1, 2007 to Career Pathways Certificate of Completion programs if the courses in these programs are wholly contained within the AAS degree, AAS degree/option, or certificate of completion 45+ credits. Colleges use the Webforms online system to submit a program name change. A roadmap graphic needs to accompany the name change request. The information used to develop the less than one year or 45+ credit certificate is used in the roadmap graphic. This is optional. Some colleges have expressed interest in all their 12-44 credit certificates in AAS degrees having the same name/title.
12. The authority to award Career Pathway Certificates is totally dependent on an approved, active AAS degree, AAS degree/option or certificate of completion (45+ credits). If a base AAS degree, AAS degree/option or certificate of completion is suspended; the Career Pathway Certificate of Completion program is also suspended.

Career Pathway Certificate of Completion Program Approval

Community colleges complete the following steps for the approval of a Career Pathway Certificate through the Webforms online system. NOTE: Hard copy or email

submissions are no longer accepted for Career Pathways Certificate of Completion programs.

a. **Notice of Intent** (including a brief labor market need description) as required by the Office of Degree Authorization for the purposes of Adverse Impact.

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b. **Program Amendment** that provides course listing/credits, by term (as appropriate), of proposed Career Pathway Certificate and the base AAS degree, AAS degree/option or certificate of completion (45+ credits) program.

c. **Career Pathway Roadmap** graphic showing how the Career Pathway Certificate of Completion program is aligned/coordinated with the preceding steps for advancing in education, training and employment success. Common elements in roadmaps graphics include:

- Occupational objective and documented labor market indicators leading to high skill, high wage and/or high demand, including wage forecasts and wage estimates;
- Competencies, skills or outcomes; college courses/credits associated with the pathway as well as any state approved credential or local award;
- Industry-recognized standards, licensure, or certification (if applicable) that students may acquire;
- Employers participating in development and/or validation of Career Pathways Certificate of Completion.

d. Assures that the State Board of Education standards are met within the context of the base AAS degree, AAS degree/option or certificate of completion (45+ credits) through submitting of the Program Amendment.

NOTE: The LMI Worksheet is not required for the Career Pathway Certificate Approval process since this information was provided when the base program was approved and is included in the roadmap graphic.

The overall internal process at the community college to develop Career Pathways Certificates includes the following:

1. Identifies workforce needs of employers in the local labor market for occupation through labor market and gap analysis.

2. Compiles from community college faculty and staff, employers and labor market information sources and competencies required for the occupation and respective Career Pathway Certificate of Completion.
3. Identifies courses (between 12-44 credits) to be included in the Career Pathway Certificate of Completion.
4. Conducts internal college Curriculum Review Process to assure quality management such as addressing standards for curriculum review, program review, and/or accreditation. Each college manages its own internal quality management and curriculum development processes and assures that the general education requirements and pre-requisites continue to be met as a standard for the approved base AAS degree or certificate of completion and for the Career Pathway Certificate of Completion.
5. The title of the certificate is included using the following format:
Name of program: (occupation/job title) Career Pathway Certificate of Completion
For example:
Facilities Management: HVAC Installer Career Pathway Certificate of Completion
6. Complete program amendment providing course listing/credits, by term (as appropriate), of proposed related certificate(s).
7. Compile Career Pathway Roadmap graphic. Common elements of roadmap graphic include:
 - a. Occupational objective and documented labor market indicators demonstrating local labor market demand including wage forecasts;
 - b. Competencies, skills or outcomes for the occupation;
 - c. College courses/credits associated with the Career Pathway Certificate of Completion;
 - d. Industry-recognized standard or credential (if applicable) associated with Career Pathway Certificate of Completion.
 - e. Participating employers or Employer Advisory Board participation in development of certificate.

The Community College Liaison Team staff at the Dept. of Community Colleges and Workforce Development (CCWD) approves Career Pathway Certificates of Completion using the following checklist. The Career Pathway Certificate approval process begins when the college has submitted all the required information for the certificate through Webforms and the Notice of Intent Process adverse impact is completed. The NOI must be completed first.

1. The base program for the Certificate is "active" (i.e. not suspended or deleted) and that the courses identified are wholly contained within the stated base associate degree or certificate of completion (45+ credits).
2. The title of the certificate follows the format:
Name of Program: (Occupation/job title) Career Pathway Certificate of Completion
3. The Classification of Instructional Programs (CIP) code for the Career Pathway Certificate has the same first four digits as the AAS degree.
4. The state and/or regional labor market information provided with the roadmap graphic is complete including the competencies/skills or outcomes identified for the specified occupation.
5. The courses included in the Career Pathways Certificate of Certificate are aligned to industry-recognized credential, if applicable.
6. Participating employers or Employer Advisory Committee participants are identified.
7. The Notice of Intent has been submitted and the adverse impact process has been completed.
8. Contacts community colleges POC (Point of Contact) for any questions, requests for additional information, or clarifications in a timely manner.

Please submit any questions, suggestions for clarifications, or corrections to this document to Mimi Maduro, Pathways Initiative Statewide Director, mmaduro@cgcc.cc.or.us.