

Certificate Programs

The opportunity to share our expertise through certificate programs is rewarding to the university and the community. Certificate programs are specialized nondegree courses of study developing proficiency in an area of study. These programs allows Lamar University to not only provide specialized education to our full-time students, but also provides additional training to people who have graduated and are looking to advance their careers. Aside from the advantage of increasing our enrollment, certificate program increases the quality of our work force. It may also serve as an inducement to have certificate students return to Lamar to complete undergraduate and graduate degrees.

This outline is prepared to assist faculty and departments in developing certificate programs. Because topics for certification vary greatly, the information provided is designed as guidelines that can be molded into whatever fits into your specialty.

**I. Credit vs. NonCredit program**

Certificate programs in which no academic credit is granted are exempt from the Texas Administrative Code. At the end of the proscribed course completion, a certificate may be granted stating the number of contact classroom/lab hours completed.

Certificate programs which will grant academic credit must meet the criteria stated in the Texas Administrative Code, Chapter 5, Rule 5.48: *Criteria for Certificate Programs at Universities and Health-Related Institutions*.

A copy of this Rule is provided as Appendix A.

Also examine the following link to *Certification Form for New Certificate Programs at Universities and Health-Related Institutions*

[Certificate Program Certification Form - Texas Higher Education ...](http://www.thecb.state.tx.us/index.cfm?objectid=39B222E5-E459-BA19-50EE1730631CAA79)

www.thecb.state.**tx**.us/index.cfm?objectid=39B222E5-E459-BA19...‎

 Exceptions are granted for certificate programs with 20 or less undergraduate

 hours or 15 or less graduate hours.

**II. Workforce Needs**

Certificate programs need to identify marketable skills needed in the workforce currently as well as in the foreseeable future.

Liaison with community public and private agencies will suggest what knowledge, skills, and abilities (KSA’s) are in demand.

Points to consider when identifying market value:

 Is there a recurring customer (student) base?

 Is it flexible enough to switch with changing demands?

 Is the certificate program in competition with others (e.g. LIT programs)?

**III. Credibility**

Programs need to be:

easily understood by employers

provide recognizable promotional potential to employees

serve as a conduit to transitioning career fields

Procedures which measure the competency of KSA’s taught in the program are appreciated by employers (e.g. grades, proficiency tests, project evaluations, etc.)

**IV. Format**

The organization and contact of a certificate program is dependent of the KSA’s being offered. The following guidelines are suggestions:

 Coursework: 12-20

 Obtainable within one or two semesters

 Flexible hours: evening, weekend, and/or online opportunities

 Application over theory instruction – relate topics to the workforce

**V. Examples**

The following certificate programs serve as examples for what can be done.

Lamar University

*Professional Preparation Program for Principal Certification*

<http://luonline.lamar.edu/graduate/prep-program-principal/index.html>

*Global Studies Certification*

<http://dept.lamar.edu/englishandmodernlanguages/GSrequirements.htm>

What other universities are offering as certificate programs:

Sam Houston State University

<http://www.shsu.edu/dept/graduate-studies/certificate-programs.html>

Texas State University

<http://www.rrc.txstate.edu/about/programs/certificates.html>

University of North Texas at Dallas

<http://www.untdallas.edu/academics/certificates>

APPENDIX A

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| **Texas Administrative Code** |  |

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| **[TITLE 19](http://info.sos.state.tx.us/pls/pub/readtac%24ext.ViewTAC?tac_view=2&ti=19)** | EDUCATION |
| **[PART 1](http://info.sos.state.tx.us/pls/pub/readtac%24ext.ViewTAC?tac_view=3&ti=19&pt=1)** | TEXAS HIGHER EDUCATION COORDINATING BOARD |
| **[CHAPTER 5](http://info.sos.state.tx.us/pls/pub/readtac%24ext.ViewTAC?tac_view=4&ti=19&pt=1&ch=5)** | RULES APPLYING TO PUBLIC UNIVERSITIES, HEALTH-RELATED INSTITUTIONS, AND/OR SELECTED PUBLIC COLLEGES OF HIGHER EDUCATION IN TEXAS |
| **[SUBCHAPTER C](http://info.sos.state.tx.us/pls/pub/readtac%24ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=5&sch=C&rl=Y)** | APPROVAL OF NEW ACADEMIC PROGRAMS AT PUBLIC UNIVERSITIES, HEALTH-RELATED INSTITUTIONS, AND REVIEW OF EXISTING DEGREE PROGRAMS |
| **RULE §5.48** | **Criteria for Certificate Programs at Universities and Health-Related Institutions** |

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| (a) Universities and health-related institutions are encouraged to develop upper-division and graduate certificate programs of less than degree length to meet the needs of students and the workforce. These rules are intended to provide a streamlined process for approval of those programs.(b) Certificate programs for which no academic credit is granted are exempt from the provisions of this section.(c) Certificate programs for which academic credit is granted at universities and health-related institutions must meet the following criteria:  (1) They must meet identified workforce needs or provide the student with skills and/or knowledge that shall be useful for their lives or careers.  (2) They must be consistent with the standards of the Commission on Colleges of the Southern Association of Colleges and Schools.  (3) They must meet the standards of all relevant state agencies or licensing bodies which have oversight over the certificate program or graduate.  (4) Adequate financing must be available to cover all new costs to the institution five years after the implementation of the program.(d) The following certificate programs do not require Board approval or notification:  (1) certificate programs for which no collegiate academic credit is given,  (2) certificate programs in areas and at levels authorized by the table of programs of the institution with curricula of the following length:    (A) at the undergraduate level of 20 semester credit hours or less,    (B) at the graduate and professional level of 15 semester credit hours or less.(e) The following certificate programs shall be approved if the following conditions are met:  (1) the proposed certificate is an upper-level undergraduate certificate of 21 - 36 hours in disciplinary areas where the institution already offers an undergraduate degree program.  (2) the proposed certificate is a graduate-level and professional certificate of 16 - 29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.(f) Lower-division certificate programs.  (1) One and two-year, post-secondary career technical/workforce education programs should be delivered primarily by community, state, and technical colleges. These institutions are uniquely suited by virtue of their specialized mission, local governance, and student support services to provide such opportunities in an efficient and economical manner. For that reason, new lower-division career technical/workforce certificate programs shall not generally be approved at public universities and health-related institutions.  (2) Universities and health-related institutions should not develop certificate programs at the upper or graduate level that are equivalent to lower-division certificate programs offered at community, state, and technical colleges. |
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| **Source Note:**The provisions of this §5.48 adopted to be effective May 28, 2003, 28 TexReg 4125; amended to be effective December 3, 2009, 34 TexReg 8512; amended to be effective August 15, 2013, 38 TexReg 5068 |