

Non-Credit Training Certificate  
 Certificate Worksheet

Certificate Title: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

- Approval Criteria Checklist (prior to submission of application):**
- Classification of Instructional Programs (CIP) Code is identified
  - Certificate is a minimum of eighteen (18) hours and maximum of two hundred-ten (210) hours
  - Contact hours for ALL courses do not exceed two hundred-ten (210) maximum hours
  - Course(s) are non-credit
  - Course(s) include an Assessment (of measurable outcomes)
  - Course outcomes are included
  - Certificate is/will be transcribed
  - Chief Academic Officer has validated the Certificate/course standards
  - Certificate approval - Certificate is submitted to CCWD within ninety (90) days from the start of the course (still needs resolution)
  - Certificate approval - Certificate is coded in Webforms (state on-line approval system) as Award Category # \_\_\_\_\_

Number	Course Title & Description	CIP Code	Outcomes included? (Y/N)	Number of Clock Hours	TOTAL Clock Hours
<b>TOTAL Number of Clock Hours</b>					

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