

CERTIFICATE GUIDELINES

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT CERTIFICATE GUIDELINES

Two types of Career/Technical Education credentials other than Applied Associate Degrees can be offered by BHC, CVC, ECC, EFC, MVC, NLC, and RLC colleges: **(A)** THECB Approved Certificates, and **(B)** Institutional Awards.

A. There are five different types of THECB Approved Certificates offered for credit and one for CEU programs.

1. A Level One Certificate is 16-42 semester credit hours and is TSI Waived. DCCCD students ***must declare intent*** to pursue a Level I Certificate to secure TSI Waiver. Students in level one certificate programs are not required to take the Texas Success Initiative (TSI) as long as they take no more than 6 SCH outside the curriculum in a certificate program.

Certificates with a range of 36-42 SCH that ***do not*** include SCANS must include 6 SCH of general education in the following three general education categories:

- Category One:** English 1301 or 1302;
- Category Two:** Speech 1311, 1315, or 1321; and
- Category Three:** Mathematics 1314 or higher or Science (Biology, Chemistry, Geology, Physics)

Note: All Level I certificates are TSI Waived including any general education courses that are included in the Level I Certificate.

2. A Career Foundation Core (CFC) Certificate is a special type of Level One Certificate (CERT1) that is based upon the identification of a sequence of WECM courses and learning outcomes that represent a career foundation core within a specific career cluster. A CFC certificate must consist of at least 24 and no more than 42 SCH. The intent of this award is to maximize an individual student's opportunity for immediate exit for employment with options for future re-entry into the program in pursuit of an AAS or for immediate transfer to another community or technical college to pursue a second year with a specialization in a specific Career Pathway program.
3. A Level II Certificate is 30-51 semester credit hours is TSI Required and must include 6 credit hours from two of the following three general education categories:
 - Category One:** English 1301 or 1302;
 - Category Two:** Speech 1311 or 1315; and
 - Category Three:** Mathematics 1314 or higher or Science (Biology, Chemistry, Geology, Physics)
4. An Enhanced Skills Certificate (ESC) is 6 to 12 hours with an AAS degree as a prerequisite and is TSI Required. Clear evidence of advisory committee or external agency input shall be a condition for THECB approval.
5. An Advanced Technical Certificate (ATC) is 16-45 semester credit hours and has a defined associate or baccalaureate degree as prerequisite for admission into the ATC program and is TSI Required. Clear evidence of advisory committee or external agency input shall be a condition for THECB approval.
6. A Continuing Education Unit Certificate (CEU) is 360-779 contact hours and has a coherent sequence of WECM CEU courses. Courses may be considered as a part of a sequence if they:
 - (a) include required and/or recommended prerequisites or co-requisites, or
 - (b) lead to an external credential (licensure, certification, or registration), or
 - (c) are taken by a majority of students in sequence to meet occupational qualifications.

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B. There are two categories of College Institutional Awards.

1. The “Skills Achievement Award” must meet the following criteria:
 - a. Is identified or tied to a specific job title.
 - b. Is 5-14 semester credit hours (minimum 2 courses). College must comply with WECM Single-Course Delivery guidelines published by the THECB.
 - c. Will be TSI waived but DCCCD students must declare intent to pursue the award to secure TSI Waiver.
 - d. Must include competencies that are validated by business and industry and supported by appropriate program advisory committee.
2. The “Occupational Skills Award” consists of a sequence of credit courses 9-14 SCH or continuing education contact hours for 144-359. This award is too short to meet THECB program approval but is allowed under the Texas Workforce Commission’s rules for Workforce Investment Act (WIA) certificates. The OS Award will be defined as TSI waived if it meets the following criteria:
 - a. The content of the award must have been recommended by an external workforce advisory committee or appear on the Local Workforce Development Board's Demand Occupations list.
 - b. In most cases, the award should be composed of WECM courses only. However, academic courses may be used occasionally if recommended by the external committee and if appropriate for TSI Waived program.
 - c. If the award does not have at least 50 percent of its course work in a CIP code area in which the college has an approved program on the THECB Program Inventory; the college must comply with the Single Course Delivery guidelines published by the THECB.
 - d. The college should document that the award prepares students for employment in accordance with guidelines for the Workforce Investment Act.

Both THECB Approved Certificates and Institutional Awards offered for credit are subject to the following DCCCD Guidelines:

1. Must follow approved curriculum processes
2. Will be included in the college catalog
3. The registrar’s office is responsible for:
 - a. Generating the official award documents including award title and minimum semester credit hours
 - b. Transcription of awards
 - c. Generating automated degree plans
 - d. Monitoring all policies related to these awards

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