

Proficiency Certificate Template

Name of Proficiency Certificate			
Academic Pathway	For a list of academic pathways, please see <a href="https://www.myccp.online/implementing-guided-pathways/academic-pathways-and-programs">https://www.myccp.online/implementing-guided-pathways/academic-pathways-and-programs</a>		
Department			
Faculty Developer			
Facilitator			
New or Revised?			
If this is a <b>revision</b> , indicate which are being revised (check box)	<input type="checkbox"/> Title of PC	<input type="checkbox"/> Catalog Copy	<input type="checkbox"/> Course Sequence/Grid
	<input type="checkbox"/> PLOs	<input type="checkbox"/> Curriculum Map	<input type="checkbox"/> Credit Hours: ___ to ___
Recommended Starting Semester	Standard procedure is for approved changes to courses to begin in the fall of the next catalog year, e.g., Fall 2022.		
<b>Today's Date</b>	Update this field every time you change the document		

**Part 1: Rationale / Description of Revision**

If you are proposing a **new proficiency certificate**, please provide a rationale for creating it. Please be specific about how this proficiency certificate prepares students for employment opportunities and whether and how it aligns with a degree program at the College.

If you are **revising an existing proficiency certificate**, please describe the specific changes in the revision and provide a rationale for those changes, including specific changes to title, catalog copy, program sequence/grid, learning outcomes, and credit hours.

**Part 2: Catalog Copy** (If this is a revision, include both **current** and **proposed**. Cut and paste the current from the current catalog twice, then highlight changes in **yellow** in the proposed section)

**Title:** XXX Proficiency Certificate

**Description:** Try to keep this to 1-2 paragraphs and include intended audience, potential employment opportunities, and the associate degree that aligns with the proficiency certificate.

**Program Learning Outcomes:**

Upon successful completion of the xxx proficiency certificate, students will be able to:

- xxx
- xxx
- xxx

**Program Entry Requirements:** This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable. [Insert additional requirements if appropriate.]

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**Program of Study and Graduation Requirements:** State the minimum number of credits and grade point average for graduation. If the program has a specified timeline for completion, please note it here. Insert additional requirements (e.g., certifications, test scores) if appropriate.

**Course Sequence:**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements

**Minimum Credits Needed to Graduate:**

**For More Information, Contact:** The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450 or the College Information Center (215) 751-8010.

**For More Information, Contact:** The Division of Math, Science, and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or the College Information Center (215) 751-8010.

**For More Information, Contact:** The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (215) 751-8010.

**NOTES:**

- Please note that to be eligible for financial aid, a proficiency certificate must be at least 16 credits.
- Double check the prerequisites and/or corequisites for the required courses in the PC and include them to avoid “hidden curriculum” or otherwise address them.

**Part 3: Assessment Plan and Curriculum Map** (If this is a revision, include both **current** and **proposed**. Make sure current maps are consistent with AEFIS)

**Assessment Plan:** List the Program Learning Outcomes for the proficiency certificate and describe how often (semester and year) they will be assessed and what methods will be used to assess them. You may want to refer to Section B of the course documents. All outcomes must be assessed by the time of program review.

Program Learning Outcome	How Assessed (courses and measures)	How Assessed

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**Curriculum Map:** Demonstrate how the required courses in the Proficiency Certificate map to the learning outcomes.

Required Courses	Program Learning Outcomes				
	Outcome 1	Outcome 2	Etc.		

**Key:** I—Introduced                      R—Reinforced and opportunity to practice  
M—Mastery at exit level              A—Assessment evidence collected

**Part 4: Courses and Completion Sequence**

Each proficiency certificate should include a [courses and completion sequence](#) that is consistent with the course sequence in the catalog but that also provides “Advisory Notes” and other information specifically meant to aid students in making choices and following the course sequence successfully as they move through the program. Your facilitator will work with you to create this after you’ve worked out the course sequence and other aspects of the program.

**Appendix**

If applicable, include items that support the proposed new or revised proficiency certificate:

- Job market analysis
- Survey of employers
- Advisory committee reports
- Program review recommendations
- Results of student surveys
- Survey of transfer institutions
- Fiscal analysis
- Enrollment trends
- Accreditation requirements
- Data related to course-level assessment