

CERTIFICATES OF COMPLETION

"Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, **be credit bearing**, and meet Higher Education Coordinating Commission (HECC) standards and criteria. OAR 589-006-0050 (12) (http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_589/589_006.html)

The term "certificate" may not be used for recognition/attendance awards and/or to imply equivalence to a Certificate of Completion. See the "Non-Credit Training Certificates" section below and the Non-Credit Training Certificates (/handbook/other-educational-programs-models-strategies/non-credit-training-certificates) page in this *Handbook* for more information regarding that credential.

Taxonomy/Requirements

Certificates range from 12-108 credits, and in clock hours from 180 -1,350. Certificates of Completion are identified in OAR 589-006-0100 (6) (http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_589/589_006.html) as:

- Less than one year,
- One year,
- Greater than one year, and
- Two years.

The taxonomy of Certificates of Completion includes:

1. Related to an AAS degree
2. Related to a larger Certificates of Completion program or an independent award
 - Related to an existing AAS degree
 - Related an existing Certificate of Completion
 - Independent new program

The HECC requirements for Certificates of Completion are set forth in OAR 589-006-0100 (8) (http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_589/589_006.html). Certificates of completion must:

- Include at least 12 credits; and
- Be no more than 108 credits; and
- Have a recognizable core of general education or related instruction courses for programs one-year or more in length; and
- Have an established standard of academic achievement; and
- Demonstrate occupational content leading to employment; and
- Meet or exceed the local community college board of education program approval standards; and
- Meet or exceed the Higher Education Coordinating Commission program approval standards and criteria.

Related, Career Pathway, & Independent Certificates

Related Certificate of Completion (CCR, CC0R, CC1R, and CC2R)

Definition OAR 589-006-0050 (12) (<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=153489>) "Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria. These certificates are defined as "related" when part of an approved AAS or AASO degree program.

Submission requirements

- Composed of courses wholly contained in the degree. Elective courses. Career/technical course electives are approved to be used. General education electives are not allowed.
- Identified by the same CIP code as the degree.
- Prepares student for the same occupational field.

Career Pathway Certificate of Completion (CPCC)

Definition OAR 589-006-0050 (9) (<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=153489>) "Career Pathways Certificate of Completion" means a form of certificate awarded by a community college for meeting specific technical skill proficiency requirements that meet an employment need. Career Pathways Certificates pertain to a grouping of 12 to 44 credits that are wholly contained in an approved Associate of Applied Science (AAS) degree/option or an Independent Certificate of Completion (with a minimum size of 45 credits), have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria.

- Acknowledges and provides specific technical skill proficiencies and competencies tied to a specific occupation or job (in demand in local or state economies) to help a student qualify for a job or enhance employment opportunities.
- Provides a credential for a segment of a program
- Provides the flexibility to achieve specific competencies within an aligned career path or program of study
- Meets financial aid requirements (12 credits) only as part of an approved AAS Degree, AASO Degree Option or Certificate of Completion (45+ credits.) Appendix H – Appendix H - Career Pathway Certificates of Completion Financial Aid (/handbook/appendices/appendix-l---cpcc-financial-aid)

Submission requirements

- Composed of courses wholly contained in the degree or certificate of completion (45+ credits). Career/technical course electives are approved to be used. General education electives are not allowed.
- Employer Advisory Committee (/handbook/glossary)
- Career Pathway Roadmap

Information Sheet (<https://www.oregon.gov/highered/institutions-programs/ccwd/Documents/Academic%20Approval/CareerPathwayCertificateCompletionProcess.pdf>)

Certificate of Completion (CC, CC0, CC1, CC2)

Definition OAR 589-006-0050 (12) (<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=153489>) "Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria. These certificates stand alone.

Submission requirements

- Labor Market Information
- Assurances
- Special Audiences

Business & Industry (B & I) Certificate of Completion Programs, 12-108 Credits

- “Business & Industry” programs that are at least 12 and do not exceed 108 credits or equivalent contact/clock hours.
- B & I programs are closed enrollment* programs developed at the request of, and for the employees of, an employer. Typically, a new program.

Employment Skills Training Certificate (EST), 12-44 Credits

The Employment Skills Training (EST) Certificate of Completion program is intended to serve as a beginning point for students in preparation for a job or to get a better job and open the door to further education to expand their employment opportunities.

The current provisional two-year State Board of Education approval of the statewide EST program establishes the requirements and design parameters and identifies the process to be used by community colleges to utilize a combination of approved courses and develop individual student EST programs to prepare for entry into a specific occupation.

A community college is required to submit an individual application and receive State Board of Education approval to offer the EST certificate of completion program.

All components of an individual EST program must be developed by and under the direct control of the college.

An EST program will not be utilized to circumvent local college and state program approval processes.

A college may advertise that it offers the Employment Skills Training (EST) certificate of completion that allows the development of personalized occupational preparation programs for individual students. It may provide examples of the types of training possible, to include only those programs for which the college has State Board of Education approval to offer.

Personalized EST programs are to be developed based upon the assessed needs of individual students, are not to be prepackaged programs, and may not pose any adverse impact or detrimental duplication issues for any existing programs.

Occupational Skills Training (OST) Certificates

See the Occupational Skills Training (/handbook/other-educational-programs-models-strategies/occupational-skills-training) (OST) page under "Other Educational Programs, Models, and Strategies" section in this *Handbook*.

Other Considerations

Related Instruction

Programs of study for which applied or specialized associate degrees are granted, or programs of an academic year or more in length for which certificates are granted, must contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation, and 3) human relations. Additional topics which should be covered as appropriate include safety, industrial safety, and environmental awareness. Instruction in the related instructional areas may be either embedded within the program curriculum or taught in blocks of specialized instruction. Each approach, however, must have clearly identified content that is pertinent to the general program of study. See the Northwest Commission on Colleges and Universities (NWCCU) website at <http://www.nwccu.org/> (<http://www.nwccu.org/>) for more information on regional accreditation expectations.

Transcripting

The title of the Certificate of Completion program may be identified on a student's transcript and credential and it may be different from the AAS degree or related Certificate of Completion title; e.g. Metallurgy AAS and Non Destructive Materials Testing Certificate of Completion.

Approval

Certificates require approval by education specialists of CCWD in partnership with staff from Oregon Department of Education (DOE) on behalf of, or prior to, submission to the Higher Education Coordinating Commission (HECC) depends on the number of credits and whether or not the Certificate is independent or related. Check for specific requirements at CCWD's Program Approval (<http://www.odccwd.state.or.us/prgapproval/appsandwkshts.aspx>) webpage.

Student Financial Aid

Generally, a minimum of 12 credits in a program is required for students to qualify for financial aid. However, certificate of completion programs that are 44 credits or less may not be eligible for federal financial aid, depending on local college policy and practice.

Non-Credit Training Certificates

“Non-credit Training Certificate” means a form of recognition awarded by a community college made up of a single stand-alone course or a series of courses that **do not offer college credit for completion**. An assessment of measurable outcomes or mastery of learning or knowledge is required. OAR 589-006-0050 (36)
http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_589/589_006.html

See the Non-Credit Training Certificates (/handbook/other-educational-programs-models-strategies/non-credit-training-certificates) page in this *Handbook* for more information regarding this credential. The potential pathway from this non-credit-bearing certificate to a credit-bearing Certificate of Completion would be through an individual college’s Credit for Prior Learning (CPL) internal process.

Recognition Awards

"Recognition award" means an award given to a student by a community college for completion of a state-approved course or courses or for attendance and participation in workshops or seminars. Recognition awards may not be called "certificates of completion" or "certificates" and may not be included on the official student transcript. OAR 589-006-0050 (43)
http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_589/589_006.html

Examples of these kinds of courses are:

- Financial Planning for the Family
- Internet Access for Beginners

Award Description and Process Information

D4A Code	CIP 7 Code	Award	Description	Long Description	Min Credits	Max Credits	Notes	LMI required for approval?	NOA required for approval?	Roadmap & Advisory Committee required for approval?	CCWD Approval	Commission Approval
I	I	AAS	Associate of Applied Science Degree	A state approved associate degree that is intended to prepare graduates for direct entry into the workforce and AAS may also help to prepare students for career advancements, occupational licensures or further study at the baccalaureate degree.	90	108	If this is a Registered apprenticeship, the 7th CIP code must be "N"	YES	YES	NO	YES	YES

I	I	AASO	Associate of Applied Science Degree Option	A transcriptive specialization within a state approved associate degree that is intended to prepare graduates for direct entry into the workforce. 70% of course credits must be the same as the base AAS.	90	108	If this is a Registered apprenticeship, the 7th CIP code must be "N"	NO	YES	NO	YES	NO
I	I	BAAS	Business and Industry-Based Associate of Applied Science Degree	Associate of applied science degree designed for employers to meet specific occupational and educational needs of their current employees.	90	108	If this is a Registered apprenticeship, the 7th CIP code must be "N"	NO	YES	NO	YES	YES
L	L	BCC	Business and Industry-Based Certificate of Completion	Certificate of completion designed for employers to meet specific occupational and educational needs of their current employees.	12	30	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES
J	J	BCC1	Business and Industry-Based Certificate of Completion	Certificate of completion designed for employers to meet specific occupational and educational needs of their current employees.	45	60	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES
J	J	BCC0	Business and Industry-Based Certificate of Completion	Certificate of completion designed for employers to meet specific occupational and educational needs of their current employees.	31	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES
>	>	BCC2	Business and Industry-Based Certificate of Completion	Certificate of completion designed for employers to meet specific occupational and educational needs of their current employees.	61	108	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES

J	J	BC1R	Business and Industry-Based Education Certificate of Completion, Related to a BAAS	Certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. 100% of course must be in the parent award.	45	60	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO
J	J	BC0R	Business and Industry-Based Education Certificate of Completion, Related to a BAAS	Certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. 100% of course must be in the parent award.	31	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO
L	L	BCR	Business and Industry-Based Education Certificate of Completion, Related to a BAAS	Certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. 100% of course must be in the parent award.	12	30	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO
>	>	BC2R	Business and Industry-Based Education Certificate of Completion, Related to a BAAS	Certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. 100% of course must be in the parent award.	61	108	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO
Z	Z	CPCC	Career Pathway Certificate of Completion	A credential to acknowledge proficiency in technical skill groupings contained in courses in an approved associate of applied science (AAS) degree, associate of applied science options (AASO) or a certificate of completion (45+ credits.) 100% of course must be in the parent award.	12	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	YES	NO

L	L	CC	Certificate of Completion	A form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificate of completion programs provide specialized training and education with a specific occupational focus. They must have a defined job entry point and course work must be collegiate level work and meet the Higher Education Coordinating Commissions (HECC) standards, elements and assurances.	12	30	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES
J	J	CC0	Certificate of Completion	A form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificate of completion programs provide specialized training and education with a specific occupational focus. They must have a defined job entry point and course work must be collegiate level work and meet the Higher Education Coordinating Commissions (HECC) standards, elements and assurances.	31	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES

J	J	CC1	Certificate of Completion	A form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificate of completion programs provide specialized training and education with a specific occupational focus. They must have a defined job entry point and course work must be collegiate level work and meet the Higher Education Coordinating Commissions (HECC) standards, elements and assurances.	45	60	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES
>	>	CC2	Certificate of Completion	A form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificate of completion programs provide specialized training and education with a specific occupational focus. They must have a defined job entry point and course work must be collegiate level work and meet the Higher Education Coordinating Commissions (HECC) standards, elements and assurances.	61	108	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES

J	J	CC0R	Certificate of Completion, Related to an AAS	A form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificate of completion programs provide specialized training and education with a specific occupational focus. They must have a defined job entry point and course work must be collegiate level work and meet the Higher Education Coordinating Commissions (HECC) standards, elements and assurances. 100% of course must be in the parent award.	31	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO
J	J	CC1R	Certificate of Completion, Related to an AAS	A form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificate of completion programs provide specialized training and education with a specific occupational focus. They must have a defined job entry point and course work must be collegiate level work and meet the Higher Education Coordinating Commissions (HECC) standards, elements and assurances. 100% of course must be in the parent award.	45	60	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO

>	>	CC2R	Certificate of Completion, Related to an AAS	A form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificate of completion programs provide specialized training and education with a specific occupational focus. They must have a defined job entry point and course work must be collegiate level work and meet the Higher Education Coordinating Commissions (HECC) standards, elements and assurances. 100% of course must be in the parent award.	61	108	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO
L	L	CCR	Certificate of Completion, Related to an AAS	A form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificate of completion programs provide specialized training and education with a specific occupational focus. They must have a defined job entry point and course work must be collegiate level work and meet the Higher Education Coordinating Commissions (HECC) standards, elements and assurances. 100% of course must be in the parent award.	12	30	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO

#	#	NCTC	Non-Credit Training Certificate	A certificate made up of non-credit courses to provide certification for specific training that is outside of the regular "for credit" programs.	*18	*210	*These are hours.	NO	NO	NO	YES	NO
I	I	SAAS	Statewide Associate of Applied Science Degree	A form of recognition awarded by a community college for an associate of applied science degree program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges.	90	108	If this is a Registered apprenticeship, the 7th CIP code must be "N"	YES	YES	NO	YES	YES
z	z	SCPC	Statewide Career Pathway Certificate of Completion	A credential to acknowledge proficiency in technical skill groupings contained in courses in an approved state-wide associate of applied science (SAAS) degree, state-wide associate of applied science options (SAASO) or a state-wide certificate of completion (45+ credits.) 100% of course must be in the parent award.	12	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	YES	NO

L	L	SCC	Statewide Certificate of Completion	A form of recognition awarded by a community college for a certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges.	12	30	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES
J	J	SCC0	Statewide Certificate of Completion	A form of recognition awarded by a community college for a certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges.	31	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES
J	J	SCC1	Statewide Certificate of Completion	A form of recognition awarded by a community college for a certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges.	45	60	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES

>	>	SCC2	Statewide Certificate of Completion	A form of recognition awarded by a community college for a certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges.	61	108	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	YES	NO	YES	YES
J	J	SC1R	Statewide Certificate of Completion , Related to a SAAS	A form of recognition awarded by a community college for a certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. 100% of course must be in the parent award.	45	60	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO
L	L	SC0R	Statewide Certificate of Completion, Related to a SAAS	A form of recognition awarded by a community college for a certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. 100% of course must be in the parent award.	31	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO

>	>	SC2R	Statewide Certificate of Completion, Related to a SAAS	A form of recognition awarded by a community college for a certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. 100% of course must be in the parent award.	61	108	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO
L	L	SCR	Statewide Certificate of Completion, Related to a SAAS	A form of recognition awarded by a community college for a certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. 100% of course must be in the parent award.	12	30	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO
X	X	CEST	Certificate of Completion - Employment Skills Training	A form of recognition awarded by a community college intended to serve as a beginning point for students in preparation for a job or to get a better job and open the door to further education to expand their employment opportunities.	12	44		YES	YES	NO	YES	NO

@	@	COST	Certificate of Completion - Occupational Skills Training	A form of recognition awarded by a community college for an individualized career training opportunity focused on learning on a job sit that meets a students occupational goals, abilities, skills, and interests.	36	65		YES	YES	NO	YES	NO
K	K	NFA	No Formal Award (PT approved programs)	Programs that do not result in any type of formal award.			If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	NO	YES	NO
F	F	AAOT	Associate of Arts Oregon Transfer (LDC Program only)	A state approved associate degree that is intended to prepare students to transfer into upper division courses for a baccalaureate degree.	90	108		NO	NO	NO	NO	NO
C	C	AGS	Associate of General Studies	A state approved associate degree that is intended to meet the individual student need using a variety of collegiate level courses to meet degree requirements.	90	108	If this is a Registered apprenticeship, the 7th CIP code must be "N"	NO	NO	NO	NO	NO
D	D	AS	Associate of Science (LDC Program only)	A state approved associate degree that is intended to prepare students to transfer to an upper division baccalaureate degree program in areas such as business, science, mathematics and engineering. The associate of science degree is often designed to meet the requirements of a specific receiving institution.	90	108	If this is a Registered apprenticeship, the 7th CIP code must be "N"	NO	NO	NO	NO	NO

F	F	ASOT	Associate of Science Oregon Transfer	A state approved associate degree that is intended to prepare students to transfer to an upper division baccalaureate degree program in areas such as business, science, mathematics and engineering. The associate of science degree is often designed to meet the requirements of a specific receiving institution. Any student who holds an Oregon Community College Associate of Science/Oregon Transfer Degree that conforms to the guidelines set forth, and who transfers to an institution in the Oregon University System (OUS), will have met the lower division general education requirements of that university.	90	108		NO	NO	NO	NO	NO