HIGHER EDUCATION COORDINATING COMMISSION

3225 25th Street SE, Salem, OR 97302
www.oregon.gov/HigherEd

INTENT

To provide a student a grouping of technical courses that aids in employability.

OAR

OAR 589-006-0050 (14)

"Career Pathways Certificate of Completion" is a certificate awarded by a community college for meeting specific technical skill proficiency requirements that meet an employment need. Career Pathways Certificates are a collection 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 at least 45 credits). A Career Pathways Certificate also has a defined job entry point, represents collegiate-level work, and meets Commission standards and criteria.

OVERVIEW

1. 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.
2. Provides a credential for a segment of a program.
3. Assures alignment with base program.
4. Provides the flexibility to achieve specific competencies within an aligned career path or CTE Program of Study.
5. Meets financial aid requirements (12 credits) only as part of an approved AAS Degree, AASO Degree Option or Certificate of Completion (45+ credits.)
6. May be, but are not necessarily, part of a CTE Program of Study or Community College Career Pathway

REQUIREMENTS (DEGREE/CERTIFICATE/COURSES)

1. Wholly contained in an approved AAS Degree, AASO Degree or Certificate of Completion (45+ credits.)
2. Show an industry and labor need.
3. Comprised of a collection of credits that range from 12 to 44.
4. Assures alignment with base program by requiring the first 4 CIP Digits (XX.XX) be the same. If the first 4 CIP Digits (XX.XX) do not match the base degree and/or certificates, a letter from the college's Vice President of Instruction or Chief Academic Officer must be included in the application request. See submission requirements.
5. Developed in collaboration with an employer advisory board.

SUBMISSION REQUIREMENTS

1. Occupational Profiles report (https://www.oregon.gov/highered/institutions-programs/ccwd/Pages/cc-program-approval-resources.aspx)
2. Occupational Profiles Supplementary Report if Occupational Profiles Report does not answer all labor needs or if the data from the local employer advisory board differs.
3. Employer Advisory Board (Name, Business, E-Mail, Phone Number)
4. If the first 4 CIP Digits (XX.XX) do not match the base degree and/or certificates, a letter from the college's Vice President of Instruction or Chief Academic Officer must be included. The letter must include the following information:
5. Name of parent program
6. Reason for need to waive the first four digit match requirement.
7. Statement of how the waiver increases program and data integrity.
8. Any information that will assist HECC-CCWD education specialists in their approval.

VISUAL

College
- Creates CPCC through college process.
- Assembles submission requirements for Webforms.
- Submits all required items to HECC-CCWD via Webforms through Notice of Application.

HECC-CCWD
- Reviews Notice of Application.
- Ensures all required information is present.
- If all required information is present, sends back program as reviewed.

College
- Creates and fills out application.
- Submits application for approval.

HECC-CCWD
- Reviews document for required documentation, compliance, and accuracy.
- Asks college for additional information if needed.
- Approves certificate in Webforms.
- Sends college approval letter.