



**Policy/Standard Name:** Certificates

**Policy/Standard Identifier:** C100

**Authority:**

**Units responsible for review and update:** Degrees and Certificates, Registrar

**Approval:** District President

**Responsibility:** Vice President for Academic and Student Affairs

**Date of Final Approval:** May 2013

**Effective Date:** October 2012 (no change)

**Prior Versions:** Formerly included in G303, Granting Degrees and Certificates

## Certificates

Some career technical departments offer certificates ranging from 12-108 credits to students who complete the course of study with a minimum 2.0 grade point average. Specific courses required for each certificate program, including any General Education requirements, are listed under their appropriate programs in the Programs and Disciplines section of the catalog.

PCC courses approved to be repeated for credit other than Cooperative Education may only be applied once in meeting a PCC degree or certificate requirement. Students may take a course additional times for credit, if the course is so designated, but those additional credits may not be used toward fulfilling PCC certificate requirements. Certain CTE programs have exceptions to this requirement. Contact programs for information.

Credit courses numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates.

Please note the following requirements:

### Two-year Certificate Requirements

1. At least 24 credits must be earned at PCC, 18 of which must apply to the certificate requirements. The final nine credits that apply to the certificate must be earned at PCC; students may apply to the department chair for waiver of this requirement if they can demonstrate currency in the field.
2. A maximum of 24 credits of "P" (Pass) grades will apply to any two-year certificate. Specific two-year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for the specific two-year certificate.

3. A maximum of 12 credits of Cooperative Education courses may be applied to any two-year certificate. Specific two-year certificates that deviate from this maximum will state their Cooperative Education maximum up to 24 credits (12 per year) in the requirements for the specific two-year certificate.

4. Only nine credits of 199 and 299 experimental courses apply.

### **One-year Certificate Requirements**

1. At least 12 credits must be earned at PCC, nine of which must apply to the certificate requirements. The final nine credits that apply to the certificate must be earned at PCC; students may apply to the department chair for waiver of this requirement if they can demonstrate currency in the field.

2. A maximum of 12 credits of “P” (Pass) grades will apply to any one-year certificate. Specific one-year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for the specific one-year certificate.

3. A maximum of 12 credits of Cooperative Education course may be applied to any one-year certificate

4. Only nine credits of 199 and 299 experimental courses apply.

### **Less Than One-Year Certificate Requirements**

1. At least 6 credits must be earned at PCC, all of which must apply to the certificate requirements. The final six credits that apply to the certificate must be earned at PCC; students may apply to the department chair for waiver of this requirement if they can demonstrate currency in the field.

2. A maximum of 8 credits of “P” (Pass) grades will apply to any less than one-year certificate. Specific less than one-year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for that specific certificate.

3. Only nine credits of 199 and 299 experimental courses apply.

### **Career Pathway Certificates**

Career Pathway Certificates are short-term credentials (12-44 credits) which prepare individuals for entry-level employment within an occupational area. Career Pathway Certificates may be the first certificate a student earns while pursuing a certificate of greater length or an Associate of Applied Science (AAS) degree. Information about Career Pathways in specific areas of study can be found in the Programs and Disciplines section of the catalog under individual career technical programs. Based upon credit hours, Career Pathway certificates need to meet less than one-year or one-year certificate requirements.

## **Employment Skills Training Certificate**

Some career technical departments offer the Employment Skills Training Certificate (EST). The EST is an individualized certificate ranging from 12-44 credits that prepares the student for a specific job. Students should contact the appropriate career technical department to find out whether the department offers the EST. A full description of the EST may be found in the Programs and Disciplines section of the PCC Catalog.