**Texas Higher Education Coordinating Board**

**Texas Public Institutions of Higher Education**

**New Certificate Program**

**Certification Form**

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| **Directions**: Texas public universities and health-related institutions complete this form to add a new upper-division undergraduate or graduate certificate program, if the following criteria for streamlined approval in Texas Administrative Code, Coordinating Board rule, Chapter 5, Subchapter C, Section 5.44 (b) (1) are met: (A) the certificate program has institutional and board of regents approval, (B) the institution certifies that adequate funds are available to cover the costs of the new certificate program, and (C) the certificate program meets all other criteria in Section 5.48 of Coordinating Board rule (relating to Criteria for Certificate Programs at Universities and Health-Related Institutions).  **Information**: Contact the Division of Academic Quality and Workforce at 512/427-6200 |

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| **Administrative Information** |
| 1. Institution: |
| 2. Program Name:  Show how the certificate program would appear on the Coordinating Board’s Program Inventory (*e.g., Upper-Division Certificate in Management; Graduate Certificate in Human Resources; Undergraduate or Post-Baccalaureate EC-6 Generalist Bilingual Certificate*). |
| 3. Proposed CIP Code:  List of CIP Codes may be accessed online at [www.txhighereddata.org](http://www.txhighereddata.org)  4. Semester Credit Hours Required:  Approval is only required for undergraduate, upper-division certificates of 21 to 36 SCH and graduate certificates of 16 to 29 SCH. |
| 5. Administrative Unit:  Identify where the certificate program would fit within the organizational structure of the university (*e.g., The Department of Electrical Engineering within the College of Engineering*). |
| 6. Proposed Implementation Date:  Provide the date that students would enter the proposed program (MM/DD/YYYY). |
| 7. Contact Person:  Provide contact information for the person(s) who can answer specific questions about the proposed certificate program.  Name and Title:  E-mail and Phone: |

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| **Signature Page**  I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Coordinating Board Rules, Chapter 5, Subchapter C, Section 5.44 (b) (1):   1. The certificate program has institutional approval. 2. The institution certifies that adequate funds are available to cover the costs of the new certificate program. 3. The certificate program meets all other criteria in Section 5.48 of this title (relating to Criteria for Certificate Programs at Universities and Health-Related Institutions).   *Certificate programs for which academic credit is granted at universities and health-related institutions must meet the following criteria:*   1. They must meet identified workforce needs or provide the student with marketable skills and/or knowledge that shall be useful for their lives or careers. 2. They must be consistent with the standards of the Southern Association of Colleges and Schools Commission on Colleges. 3. They must meet the standards of all relevant state agencies or licensing bodies which have oversight over the certificate program or graduate. 4. Adequate financing must be available to cover all new costs to the institution five years after the implementation of the program.   *Certificate programs do not require Board approval, if they meet the following criteria:*   * 1. certificate programs for which no collegiate academic credit is given,   2. certificate programs in areas and at levels authorized by Program Inventory of the institution with curricula of the following length:      1. at the undergraduate level of 20 semester credit hours or less,      2. at the graduate and professional level of 15 semester credit hours or less.   *Certificate programs require Board notification and are approved through a streamlined process,*  *if the following conditions are met:*   * 1. upper-level undergraduate certificates of 21 to 36 hours in disciplinary areas where the institution already offers an undergraduate degree program.   2. graduate-level and professional certificates of 16 to 29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.   I certify that my institution has notified all public institutions within 50 miles of the teaching site of our intention to offer the program at least 30 days prior to submitting this request. I also certify that if any objections were received, those objections were resolved prior to the submission of this request.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chief Executive Officer Date |