



New Certificate Program Template

**Required THECB Reporting Criteria*

Date:

Certificate Program Name/Title*:

Level:

College/School:

Department:

Host Program:

List All Programs with Courses in the Certificate:

Planned Certificate Program Launch Date:

Total Semester Credit Hours*:

Total Semester Credit Hours*: (Total Certificate SCH WITH Prerequisite SCH)

Certificate Program CIP Code*: (See THECB Program CIP Codes [link](#))

Certificate Program Type:

Embedded (*Earned in combination with any other certificate, defined set of courses, or other requirements leads to the award of another credential, including a degree*)*

Stand-alone



Admissions Criteria *(If the certificate is embedded, the degree program admissions criteria is reported for the certificate)*

Feasibility Slide Deck Attached *(Required if new funding is needed for the certificate planning)*

Certificate Program Modality *([19 TAC Rule 4.257 Definitions and Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered at a Distance](#)):*

Choose **all** that apply:

Face to Face *(More than 50% of the courses and non-instructional activities are delivered face-to-face)*

Hybrid *(More than 50% and less than 100% of instructional and non-instructional activity delivered at a distance)*

100% online *(100% of courses and non-instructional activities are delivered at a distance)*

Courses *(See THECB University Course Inventory- CIP Codes [link](#))*

Must Include Pre-Requisite Courses

| Course CIP Code | Course Prefix | Course Number | Course Title | New Course |
|------------------------------|---------------|---------------|--------------|------------|
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| Pre-Requisite Courses | | | | |
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List certificate program Marketable Skills:

List Student Learning Outcomes:

Statement of Industry Alignment - Provide Labor Market Information from at least one of the following sources:

[Stepping Blocks](#) (Meet with College/School Assessment Professional)

[UTS Texas Labor Market Dashboard](#)

[TX Crews](#)

[Counting U.S. Postsecondary and Secondary Credentials](#)

Professional Accreditation/Organization

Advisory Board

Other