CDC Meeting Attachment August 19, 2010:
Background information regarding Certificate programs at TBR Community Colleges.

TBR Policy 2:01:01:00
Subject: Approval of Academic Programs, Units, and Modifications
Establishment of any Certificate of Credit included in the academic inventory or that will be included in the institution's Catalog or other recruitment materials and activities. The term "institutional certificate" should apply only to certificates awarding continuing education credit. If college credit is to be awarded and promoted as a certificate, the program of study is subject to Board approval.

A summary of the major criteria used by the TBR staff in evaluating academic proposals is presented below.

1) The proposed action is central to the mission, role, and scope of the institution.
2) The need for the proposed program is supported by data documenting student interest, employer demand, societal needs, and administrative effectiveness.
3) The proposed action does not constitute unnecessary duplication of academic programs, research projects, or public services available at other public institutions. Partnerships or collaborations should be considered whenever needs might be met with greater efficiency.
4) The proposal documents the institution's ability to implement the proposed action in terms of:
   (a) fiscal resources, (b) library and other support resources, (c) physical facilities, and (d) qualified personnel.
5) The proposal includes information about appropriate articulation and/or affiliations.
6) The proposal includes information about the online delivery format (if applicable)

CERTIFICATE PROGRAMS AT TBR COMMUNITY COLLEGES

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CHATTANOOGA STATE CC

HTTP://CATALOG.CHATTANOOGASTATE.EDU/CONTENT.PHP?CATOID=9&NAVOID=603

BUSINESS AND INFORMATION TECHNOLOGIES
Technical Certificate of Credit

- Information Security Certificate
- Information Systems Certificate
- Office Systems Specialist Certificate
- Supervision Certificate

ENGINEERING TECHNOLOGIES
Technical Certificate of Credit

- CAD Technology Certificate

NURSING AND ALLIED HEALTH
Technical Certificate of Credit

- Cardiovascular Sonography Certificate
- Computed Tomography Certificate
- Dental Assisting Certificate
- Diagnostic Medical Sonography Certificate
- Emergency Medical Technician - Basic
- Magnetic Resonance Imaging Certificate
- Nuclear Medicine Technology Certificate
- Paramedic Training Program
- Pharmacy Technician Certificate
- Radiation Therapy Technology Certificate
Cleveland State Community College

http://catalog.clevelandstatecc.edu/content.php?catoid=2&navoid=90

Certificate Programs

Program outcomes: Students successfully completing these programs will have a reasonable opportunity for employment in fields related to their certificate.

Certificates are designed for individuals who are currently employed or who are considering employment in a chosen area. These programs contain limited general education course work and permit students to concentrate on career-oriented material. Upon successful completion of the selected program, a certificate in a specific area is awarded by Cleveland State Community College.

Courses required in most certificate programs are applicable toward appropriate associate of applied science degrees awarded by Cleveland State Community College. Certificate programs do not require placement testing.

Workforce Preparedness Technical Certificates

Workforce Preparedness Technical certificates are offered in two areas: Business and Technology. Each area has its common core of course requirements. The following curriculum outlines serve as guides. All courses taken for credit may be applied toward the associate of applied science degree.

- Accounting Technical Certificate
- Business and Management Technical Certificate
- Civil Technology Option: Workforce Preparedness – Technology, Technical Certificate
- Coding Specialist Option: Office Administration, Technical Certificate
- Computer Business Applications Technical Certificate
- Customer Service Technical Certificate
- Emergency Medical Technician, Technical Certificate
- General Office Assistant Option: Office Administration, Technical Certificate
- Law Enforcement Training, Technical Certificate
- Legal Office Clerk Option: Office Administration, Technical Certificate
- Medical Office Clerk Option: Office Administration, Technical Certificate
- Office Administration Technical Certificates
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Columbia State

http://catalog.columbiastate.edu/content.php?catoid=8&navoid=256

Certificates

- Business Management (Technical Certificate)
- Commercial Entertainment (Technical Certificate)
- Early Childhood Education (Technical Certificate)
- EMT-Paramedic (Technical Certificate)
- Film Crew Technology (Technical Certificate)

Other Programs

- Career Advancement Programs
- Emergency Medical Technician (Basic EMT/EMT-IV)

Dyersburg State CC

http://www.dscc.edu/content/default.asp?ppid=74&tid=1

Technical certificates teach specific job skills and prepare you for employment after completion. Many DSCC technical certificates can also lead to an associate degree with some additional coursework. The college offers technical certificates in the following:
- Computer Systems Operations & Maintenance
- Early Childhood Education
- EMT Paramedic
- Medical Coding
- Network Routing & Cyber Security
- Web Page Authoring (RODP)

DSCC also offers an academic certificate in Agriculture Applications.
PROFESSIONAL AND TECHNICAL CERTIFICATES OF CREDIT

A technical certificate of credit program skill proficiency in a specific trade or industry area is designed to prepare students for entry into the workforce. To earn a certificate, students must complete a program of study that includes specific courses and a specified number of credits.

Requirements

Admission Requirements

The admission requirements for the technical certificate programs at Jackson State Community College are as follows:

1. Completion of high school graduation or equivalent educational requirements.
2. Submission of official transcripts from all previous educational institutions attended.
3. SAT or ACT test scores, if required by the program.
4. Completion of any prerequisite courses as indicated in the program description.

Graduation Requirements

To earn a technical certificate, students must complete all required courses with a minimum grade of C or better. Course credits are calculated based on the number of hours assigned to each course. The cumulative GPA (Grade Point Average) for programs is calculated based on the total quality points earned divided by the total number of credits attempted.

Emergency Medical Technology

Basic Emergency Medical Technician Certificate

Home Manager

Technical Certificate of Credit

Contact: Beth Stewart 429-3320 or jackson@jscc.edu

This course is designed for home management personnel who support patients with special needs and disabilities. The course prepares individuals to work with patients and families to develop and implement plans to support patients with disabilities or other special needs. The certificate requires the completion of a minimum of 90 clock hours.

Required Courses

First Semester:
- PRED 1100 Quality Individually Designed Program 3
- SPED 1100 Support Person Orientation 3
Total 6

Second Semester:
- PRED 1200 Quality of Life 3
- SPED 1400 Basic Home Management 3
- SPED 1500 Home Management 3
Total 9

Minimum Clock Hours Required: 15

Public Library

Technical Certificate of Credit

Contact: Steve Carr 414-4120 or cvegas@jackson.edu

This course is designed for public library support staff and for those interested in learning about public libraries. The certificate requires the completion of a minimum of 30 clock hours of instruction in various aspects of public library operations.

Required Courses

First Semester:
- LIB 1010 Introduction to Librarianship 3
- LIB 1011 Library/Information Science 3
- LIB 1012 Cataloging and Collection Mgmt. 3
Total 9

Second Semester:
- LIB 1013 Public Library in Libraries 3
- LIB 1014 Children’s and Young Adult Services 3
- LIB 1015 General and Local History 3
Total 9

Minimum Clock Hours Required: 15

It's where you go... Choose Jackson State!
Motlow State
http://catalog.mscc.edu/content.php?catoid=4&navoid=173

Certificate

- Business Information Systems Certificate of Credit
- Computer Programming Certificate of Credit
- Early Childhood Education (CDA Preparation) Certificate of Credit
- General Business Certificate of Credit
- Mechatronics Certificate of Credit
- Technical Certificate of Credit Programs

Northeast State CC
http://catalog.northeaststate.edu/content.php?catoid=8&navoid=233#acad_tech_cert

Academic/Technical certificate programs are designed to prepare individuals to enter a specialized occupational career area immediately after graduation. Each program contains courses specific and relevant to the career area. Credit for successful completion of courses in a certificate program may be applied towards an associate of applied science degree program.

Academic/Technical Certificate Program Requirements

Behavioral and Social Sciences

- Early Childhood Development

Health-Related Professions

- Dental Assisting
- EMT – Paramedic

Technical Education

- Accounting Technology
- Automotive Service
- Chemical Process Operations
- Combination Welding
- Computer-Aided Drafting
- Construction Electricity
- Heating, Ventilation and Air Conditioning
- Machine Tool Operations
- Office Technology
- RODP: Web Page Authoring
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Nashville State
www.nscc.edu

Technical Certificates
• 3-D Design and Graphics
• Accounting Technology
• Administrative Assistant
• Computer-Aided Drafting
• Culinary Arts
• Early Childhood Education
• Horticulture
• Industrial Electrical Maintenance
• Medical Coding
• Medical Transcription

**No new applicants are being accepted as of Fall 2010.**
• Music Technology
• Photography
• Surgical Technology
• Web Page Authoring

Roane State
http://www.roanestate.edu/catalog/?id=124

No placement testing is required of the Technical Certificate programs except the Paramedic program. Financial Aid may not be available for all certificates pending approval. Contact the Financial Aid Office for more information. For students to receive a certificate at the end of the program, a 2.0 GPA must be maintained. A certain number of credit hours in each program must be completed in order to meet the graduation residency requirement. Contact your advisor for the requirement of your program.

• **Computer Science Certificate**
• **Geographic Information Systems**
• **Homeland Security**
• **Allied Health Sciences Certificate Programs**
  o **Diagnosis and Procedural Coding**
  o **Emergency Medical Technology**
  o **Massage Therapy**
  o **Medical Transcription**
  o **Pharmacy Technician**
  o **Polysomnography**
Southwest Tennessee State CC

http://www.southwest.tn.edu/catalog/10-11/programsStudy/

Technical Certificates of Credit

- Accountancy
- Architectural/Construction Fundamentals
- Basic Electronics Technician
- Computer Software Specialist
- Customs Brokerage
- Early Childhood Education
- Electric Utility Construction
- Electrical/Electronic Fundamentals
- Emergency Medical Technician – Basic
- Food Preparation, Safety and Service
- Homeland Security Assessment
- Home Manager
- Industrial Computer Fundamentals
- Laboratory Phlebotomy Technician
- Landscape Management
- Logistics/Transportation Management
- Mechanical/Manufacturing CAD
- Paramedic
- Pharmacy Technician
- Quality Assurance
- Quality Assurance Supervision
- Substance Abuse Counseling
- Turfgrass Management
- Utility Technology – Electric
- Utility Technology – Gas
Volunteer State


Technical Certificate Programs

Allied Health

- Coding/Reimbursement
- Dental Assistant
- Diagnostic Medical Sonography
- EMT - Basic
- EMT Paramedic
- Fire Science Technology
- Sleep Diagnostics Technology

Business

- Logistics and Supply Chain Management
- Office Management Technology

Math & Science

- Animal Care Technology

Social Science & Education

- Criminal Justice/Law Enforcement
- Early Childhood Education
Walter’s State

http://www.ws.edu/catalog/2008/Full%20Catalog%2008-09-bookmarked.pdf

- Medical Transcription
- Pharmacy Technician

- Basic Law Enforcement Officer Education
  - The Regional Law Enforcement Academy provides educational services to individuals desiring a career in public safety. These services will be provided through an eight-week basic law enforcement academy and a forty hour in-service program needed for the on-duty officers to maintain their certification. The Basic Law Enforcement Officer Education technical certificate prepares students to meet standards for law enforcement officers established by the Tennessee Peace Officer Standards and Training Commission (POST). Credit earned for successful completion of this program may be applied toward the Associate of Applied Science degree in Public Safety, Law Enforcement concentration. Approval of the dean of the Public Safety program is required for admission.

- Emergency Medical Technician Basic
- Emergency Medical Technician - Paramedic
- Industrial Maintenance
- Industrial Technology
- Quality Control Technology
- Workforce Preparedness