Proposal for a
Post-Graduate Certificate in Rehabilitation Counseling

Department of Special Education and Rehabilitation Counseling

Introduction

The College of Education proposes a graduate certificate in rehabilitation counseling. The certificate will be housed in the Department of Special Education and Rehabilitation Counseling but it is intended to be multidisciplinary and open to students with a graduate degree in any of the following majors: behavioral health, behavioral science, disability studies, human relations, human services, marriage and family therapy, occupational therapy, psychology, psychometrics, rehabilitation, social work, special education, or vocational assessment/evaluation. It will be open to post-graduate students who are interested in obtaining this additional training. The certificate will include an integrated program of study which includes six required core courses (18 semester hours).

Purpose

Rehabilitation counselors counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life; coordinate activities for residents of care and treatment facilities; assess client needs and design and implement rehabilitation programs that may include personal and vocational counseling, training, and job placement (ONET, 2010). The provision of rehabilitation services originates in the 19th century with the return of World War I soldiers with disabilities, but it was not until the Rehabilitation Act of 1992 and later reinforced by the Amendments of 1998 that the importance of service delivery by “qualified vocational rehabilitation counselors’ was stressed. The federal regulations mandated that state agencies providing rehabilitation services have personnel standards that are consistent with national or state approved certification of licensing requirements. Criteria for designation as a qualified vocational rehabilitation counselor includes the capacity to demonstrate knowledge and
skills in rehabilitation as demonstrated by possessing a masters degree and passing a professional certification examination such as the Certified Rehabilitation Counselor (CRC) national exam administered by the Commission on Rehabilitation Counselor Certification (CRCC).

Rehabilitation counselors employed in most state and federal agencies did not possess the educational background to meet the national or state approved certification guidelines. Agencies also found that a large number of the rehabilitation counselors employed in the field were planning to retire in the near future, thus increasing the shortages of qualified counselors. In addition, the increasing number of veterans injured in active duty, who require rehabilitation counseling services has increased the need for qualified rehabilitation counselors. In 2009, the U. S. Government Accounting Office found that 54% of the federal vocational rehabilitation offices within the Veterans Administration did not have enough counselors to meet the demand (Rosenberg, 2009). The federal Rehabilitation Services Administration has awarded grants to provide scholarships for individuals seeking a master’s degree in rehabilitation counseling. However, this training has not produced enough qualified counselors to meet the hiring needs of state and federal rehabilitation agencies. Recruiting new students and personnel is imperative to meet the critical shortages.

Recognizing this critical need for trained personnel, the CRCC in July 2010 added a new category (Category R) to their list of applicants who are eligible to sit for the CRC exam. Individuals who have a graduate degree in specific majors (which are related to rehabilitation counseling), who have completed a Post-Graduate Certificate in specific rehabilitation counseling courses, and who have appropriate work experience under the supervision of a CRC, may sit for the exam. The need for the certificate is further supported by the fact that state vocational rehabilitation agencies, including the Kentucky Office of Vocational Rehabilitation and the Florida Division of Vocational Rehabilitation, have contacted the University of Kentucky Graduate Program in Rehabilitation Counseling inquiring about the availability of the Post-Graduate Certificate training.

**Background**
The content of the Post-Graduate Certificate in Rehabilitation Counseling is designed to meet the educational requirements set forth in Category R (Appendix A) of the national certification exam. This content includes an integrated program of studies with a minimum of 18 credit hours (six courses) which will provide the student with a solid foundation in rehabilitation counseling. To qualify under Category R, specific competency areas must be covered. These areas include theories and techniques of counseling, the foundation of rehabilitation counseling, assessment, occupational information and job placement, medical and psychosocial and cultural aspects of disabilities, and community resources including the delivery of rehabilitation services.

Faculty and Division of Labor

Courses will be taught by faculty, adjunct faculty, and part-time instructors. The courses will not require any additional new faculty lines or courses.

The courses will be taught in the Department of Special Education and Rehabilitation Counseling through distance learning. They will be coordinated by Dr. Jackie Rogers, the Coordinator of the Rehabilitation Counseling Distance Learning Graduate Program. Dr. Rogers will also serve as the primary instructor for the Job Placement (RC630), Medical and Psychological Aspects (RC515 and RC516), Principles of Rehabilitation (RC520), Theories and Techniques courses (RC650 and RC660) and Case Management (RC610) course. Dr. David Beach, Adjunct Assistant Professor, will serve as the primary instructor for the Vocational Evaluation (RC620) and Business and Industry (RC640) courses. Other courses (RC670 and RC530) will be taught by Dr. Kathy Sheppard-Jones, Adjunct Assistant Professor. Other program faculty and part-time instructors will assist with courses as needed.

Graduate Certificate Director

The certificate will be administered by the Department of Special Education and Rehabilitation Counseling. Dr. Jackie Rogers, the Coordinator of the Rehabilitation Counseling Distance Learning Graduate Program, will serve as Director of the Graduate
Certificate, act as an advisor to the enrolled students to ensure student success and address student questions, and certify completion of certificate requirements.

**Resources**

All courses have currently been developed and are being offered through the Rehabilitation Counseling Distance Learning Masters program. The revenue generated by the certificate in tuition will more than offset the cost of administering the academic certificate. Specific funding for the certificate program has been requested through the Teaching Innovation Incentive Funding Program (TIIF).
Admission Requirements and Application Procedures

A pre-requisite for admission to the Post-Graduate Certificate participation includes admission to the University of Kentucky Graduate School. Individuals will also submit an Application for Admission to the Rehabilitation Counseling Post-Graduate Certificate Program through the Department of Special Education and Rehabilitation Counseling. Applicants must possess a Master’s, Specialist, or Doctoral Degree in one of the following majors (as required for national certification through Category R) with a minimum overall graduate GPA of 3.0:

- Behavioral Health
- Behavioral Science
- Disability Studies
- Human Relations
- Human Services
- Marriage and Family Therapy
- Occupational Therapy
- Psychology
- Psychometrics
- Rehabilitation
- Social Work
- Special Education
- Vocational Assessment/Evaluation
Post-Graduate Certificate in Rehabilitation Counseling

Certificate Design and Curriculum

The students will be required to take 18 credit hours [twelve (12) credit hours in one semester and six (6) credit hours in the second semester] in the competency domains outlined below. The competency domains and the core courses that will fulfill the domains are as follows:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Competency Domain</th>
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<tbody>
<tr>
<td>RC650 Rehabilitation Counseling Theories and Techniques I or RC660 Rehabilitation Counseling Theories and Techniques II</td>
<td>Theories and Techniques of Counseling</td>
</tr>
<tr>
<td>RC520 Principles of Rehabilitation Counseling</td>
<td>Foundations of Rehabilitation Counseling</td>
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<tr>
<td>RC620 Vocational Evaluation</td>
<td>Assessment</td>
</tr>
<tr>
<td>RC630 Placement Services and Techniques</td>
<td>Occupational Information or Job Placement</td>
</tr>
<tr>
<td>RC515 Medical and Psychological Aspects of Disability I or RC516 Medical and Psychological Aspects of Disability II</td>
<td>Medical or Psychosocial and Cultural Aspects of Disability</td>
</tr>
<tr>
<td>RC610 Case Management in Rehabilitation Counseling</td>
<td>Community Resources or Delivery of Rehabilitation Services</td>
</tr>
</tbody>
</table>

If any of the six required courses were taken as part of a previous graduate degree, the following substitute course work will be used to fulfill the remainder of the 18 semester hours. Each course is three credit hours.
RC670 Group and Family Counseling*
RC530 Cultural Diversity in Rehabilitation Counseling
RC640 Rehabilitation in Business and Industry

Other suitable substitutions will be considered. All course substitutions must be approved by the Certificate Director.

All courses are currently being offered. The certificate will not require the approval of additional new courses. An overview of the certificate curriculum is below.
Certificate Curriculum

1. Select one:

   a. **RC650 Rehabilitation Counseling Theories and Techniques I**
      
      This is a two semester sequence course. This sequence is designed to provide an overview of theories of counseling and how they can be applied in a rehabilitation counseling context with regard to persons with disabilities. A goal of this course is to acquire knowledge about theoretical orientations and to integrate theory with practice. Emphasis will be on helping students clarify beliefs, values, and personal style, and connecting those to the beliefs and values of the various theories. Emphasis will be on helping to recognize culture, class, and gender components, as well as identifying commonalities across theories as these relate to rehabilitation counseling. A goal is to develop rehabilitation counselors who function as reflective decision makers.

   b. **RC660 Rehabilitation Counseling Theories and Techniques II**
      
      This is a two semester sequence course. This sequence is designed to provide an integration of techniques of counseling which are derived from theories of counseling and how they can be applied in a rehabilitation counseling context with regard to persons with disabilities. A goal of this course is to integrate theory with practice. The emphasis in this second course will be on the application of counseling theory to rehabilitation counseling practice with persons who have disabilities. Counseling techniques will be taught in the context of rehabilitation settings. A primary objective is to develop rehabilitation counselors who function as reflective decision makers.

2. **RC 520 Principles of Rehabilitation Counseling**

   A comprehensive introduction to rehabilitation as a human service system in modern America. Philosophical, historical, legislative, and organizational structures; rehabilitation programs and related specialties; referral and delivery systems; the rehabilitation process; and professional issues and ethics.

3. **RC620 Vocational Evaluation and Work Adjustment**

   Methods and techniques used in determining and enhancing the vocational potential of persons with disabilities. Commercial evaluation systems, work adjustment techniques,
personal adjustment training, the role of evaluation in rehabilitation. Laboratory experience will include administration and interpretation of vocational tests.

4. **RC630 Placement Services and Techniques** -- Development of skills for placement of persons with disabilities into a variety of settings-competitive employment, supported employment, independent living, philosophy of placement, pre-placement analysis, client readiness techniques, job development, job engineering, employer attitudes, business rehabilitation, and social security disability. Occupation information and its use in the placement process. Labor market analysis and procedures for analyzing client residual and transferable work skills. Procedures for employability skills development.

5. Select one:
   a. **RC515 Medical and Psychosocial Aspects of Disabilities I** -- This is a two semester sequence course that is designed to prepare rehabilitation counselors and social workers to become interpreters of medical information concerning major disabilities and to provide an understanding of the psychosocial factors encountered by the disabled. Focus will be on how these factors affect adjustment to a disability, and on professional practice with the disabled. Topics include concepts of medical and psychosocial aspects of disability which relate to conditions that impair bodily systems and/or structures due to illness or accident that result in permanent and/or chronic functional limitations.
   
   b. **RC516 Medical and Psychosocial Aspects of Disabilities II** -- This is a two semester sequence course that is designed to prepare rehabilitation counselors and social workers to become interpreters of medical information concerning major disabilities and to provide an understanding of the psychosocial factors encountered by the disabled. Focus will be on how these factors affect adjustment to a disability, and on professional practice with the disabled. Topics include concepts of medical and psychosocial aspects of disability which relate to conditions that impair bodily systems and/or structures due to illness or accident that result in permanent and/or chronic functional limitations.

6. **RC610 Case Management in Rehabilitation Counseling** -- Development of rehabilitation counseling skills and techniques. Understanding of
behavior, and implementation of appropriate intervention strategies for facilitating persons with disabilities through the rehabilitation process. Case management techniques, ethics, consultation strategies, and specialized counseling skills development.

**Substitute Courses:**

*If any of the required courses were taken as part of a previous graduate degree, the following substitute course work will be used to fulfill the remainder of the 18 credit hours. Each course is 3 credit hours.*

**RC 530 Cultural Diversity in Rehabilitation Counseling.** --This course is designed to assist students to develop an understanding of factors which relate to race/ethnicity, gender, disability, age, and sexual orientation as these concern participation and successful completion of rehabilitation programs. Emphasis is placed on addressing cultural myths and stereotypes. Case studies and illustrations for counseling persons from culturally diverse backgrounds will be presented.

**RC 640 Rehabilitation in Business and Industry.** --This course is designed to provide students with a comprehensive knowledge of rehabilitation in business environments. Skills to develop a professional working relationship between the rehabilitation professional, employers, the insurance industry, and other professionals will be taught. A thorough overview of worker compensation, related legislation, and other insurance will be presented. The roles and functions of the rehabilitation professional in business rehabilitation counseling will be discussed.

**RC 670 Group and Family Counseling.** --This course is designed to prepare counselors, educators, and other human service providers to become knowledgeable and skillful in using counseling theories with individuals with disabilities, those with functional limitations and dysfunctional characteristics, and their families in group and family counseling. Multiple aspects of counseling and interrelated dynamics for application to rehabilitation counseling, education, and family systems will be used. Attention is given to theories of counseling, elements of leadership in group counseling,
healthy and dysfunctional characteristics of families, culturally diverse perspectives of counseling, and ethical, legal, and professional issues in working with groups and families. [Note: The course number on this course will be changing from RC558 to RC670]

Other suitable substitutions will be considered. All course substitutions must be approved by the Certificate Director.
Award of the Post Graduate Certificate in Rehabilitation Counseling

Completion of Certificate coursework will include assessment of the competencies needed to effectively function as a rehabilitation counselor. Students must obtain a 3.0 overall Grade Point Average to successfully complete the Certificate.

When a student has successfully completed the last required course and has satisfied the GPA requirements, the Certificate Director will send a signed Graduate Certificate Completion Form to the Dean of the Graduate School verifying that the student has met all requirements for the certificate. The Graduate School will then issue the certificate and notify the Registrar to include the certificate on the student’s official transcript.

Benefit Analysis

For Participants

☐ Provide core instruction in rehabilitation counseling

☐ Document educational success and competency in rehabilitation counseling

☐ Qualify the student to meet the educational requirements for national certification as a Certified Rehabilitation Counselor under Category R of the national certification guidelines.

For the Department

☐ Increase enrollment

☐ Remain competitive with Rehabilitation Counseling programs at other universities who have already implemented a certificate
- Enhance the current top 20 status of the Rehabilitation Counseling program
- Provides potential student pool to assist in building doctoral program in the department
- Provide career opportunities for qualified graduates to provide rehabilitation services

For the University of Kentucky

- Promote Excellence by remaining a top 20 program. Adding the Post Graduate Certificate through our web based program keeps us on the cutting edge of rehabilitation knowledge and technology. It also enables us to maintain a high degree of visibility in the national and international rehabilitation communities.

- Provide Expansion by having the ability to offer additional certificate and professional development tracks. Because of anticipated retirements during the next decade a high demand for qualified rehabilitation counselor educators is anticipated and we are well positioned to address this need.

- Facilitate Entrepreneurship. Rehabilitation Services Administration grants are periodically available to provide funding for training for a Post Graduate Certificate. The rehabilitation counseling program faculty will seize these opportunities.

- Provide Innovation. We have taken advantage of new technologies and have utilized this knowledge to enhance both our campus and distance education programs.

- Promote Inclusiveness. The program values and encourages diversity as we believe this enhances the student learning experience. Multicultural aspects are incorporated in all coursework. This in turn makes our graduates highly sought after in a multicultural work and service delivery environment.
Appendix A

Category R Criteria for National Certification
CATEGORY R

To be eligible for certification in this category, CRCC requires that specific course work is taken either within a master’s, specialist or doctoral degree OR within a post-graduate advanced certificate or degree program, which is an integrated program of study. Individual courses taken outside of a master’s/specialist/doctoral degree or a post-graduate advanced certificate or degree program will not be considered as meeting the requirements of this category. Individuals who have a master’s degree in counseling should refer to Category D.

One course will be accepted for only one focus area. To ensure an accurate review, CRCC REQUIRES that you send a course description or syllabus for all applicable course work. For your education to be considered as acceptable for certification purposes, the courses shown on your official transcripts must cover the areas indicated in the category requirements that follow. (See Section 5 for course descriptions.)

<table>
<thead>
<tr>
<th>Master’s, specialist or doctoral degree</th>
<th>Behavioral Health</th>
<th>Psychology</th>
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<tbody>
<tr>
<td>Behavioral Science</td>
<td>Psychometrics</td>
<td></td>
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<tr>
<td>Disability Studies</td>
<td>Rehabilitation</td>
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<tr>
<td>Human Relations</td>
<td>Social Work</td>
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<tr>
<td>Human Services</td>
<td>Special Education</td>
<td></td>
</tr>
<tr>
<td>Marriage and Family Therapy</td>
<td>Vocational Assessment/Evaluation</td>
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<tr>
<td>Occupational Therapy</td>
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Note that CRCC will not consider degrees outside of the specified list of majors.

<table>
<thead>
<tr>
<th>Post-graduate advanced certificate or degree</th>
<th>An integrated program of study that awards a post-graduate advanced certificate or degree upon completion. The program must include a minimum of 18 semester hours or 27 quarter hours. Internships may comprise no more than 6 semester hours or 9 quarter hours of the total required hours.</th>
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<tr>
<th>Degrees/certificate granted by</th>
<th>The master’s, specialist or doctoral degree must be granted by a college or university accredited by a national or regional accrediting body accredited by CHEA at the time the degree was conferred (for foreign degrees, see Earned Degree Requirements at the end of this section). The post-graduate advanced certificate or degree must be granted by a college or university that also offers a CORE-accredited master’s degree program in rehabilitation counseling.</th>
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</table>

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<thead>
<tr>
<th>Required course work</th>
<th>SIX graduate courses taken either within the master’s/specialist/doctoral degree or the post-graduate advanced certificate or degree, each with a primary focus on the following areas:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>a. ONE course on Theories and Techniques of Counseling;</td>
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<tr>
<td></td>
<td>b. ONE course on Foundations of Rehabilitation Counseling;</td>
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<tr>
<td></td>
<td>c. ONE course on Assessment;</td>
</tr>
<tr>
<td></td>
<td>d. ONE course on Occupational Information or Job Placement;</td>
</tr>
<tr>
<td></td>
<td>e. ONE course on Medical or Psychosocial and Cultural Aspects of Disabilities;</td>
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<tr>
<td></td>
<td>f. ONE course on Community Resources or Delivery of Rehabilitation Services.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Employment requirement</th>
<th>Thirty-six (36) months of acceptable employment experience (see Section 6), including a minimum of twenty-four (24) months under the supervision of a CRC. If you have met the employment criteria, but lack supervision of employment by a CRC, you must complete a Provisional Contract (see Section 7).</th>
</tr>
</thead>
</table>

Note: If any of the six required courses were taken as part of the master’s, doctoral or specialist degree, course work relevant to rehabilitation counseling should be used to fulfill the remainder of an 18 semester credit hour post-graduate advanced certificate or degree program. Examples of relevant course work would address content in the following areas:

Career Counseling and Assessment
Case and Caseload Management
Foundations, Ethics, and Professional Issues
Group and Family Counseling
Healthcare and Disability Systems
Individual Counseling
Job Development and Placement Services
Medical, Functional, and Environmental Aspects of Disabilities
Mental Health Counseling
Psychosocial and Cultural Issues in Counseling
Rehabilitation Services and Resources
Vocational Consultation and Services for Employers
A: The certificate or degree program should have a prescribed program of study that allows prospective students to obtain all six graduate courses. It may include additional course work or internship experiences. There should be policy to address substitutions if a prospective student has taken one or more of the required courses.

Given the complexity of the requirements for Category R, CRCC would like to work with you in a consultative manner to review the course work and requirements you are establishing for your post-graduate certificate or degree program and provide feedback to you about any foreseen concerns that could possibly impact a prospective student who intends to pursue CRC certification under Category R. At the time policies and course work requirements have been established, we ask that you send us information to include the following:

1) Program requirements that outline required course work and policies related to substitutions and transfer credits.
2) Copies of the course syllabi for required course work for the post-graduate certification or degree program.
3) Questions you may have related to Category R requirements.

Information may be sent to Susan Stark via mail (at our Schaumburg address listed below) or email (at sstark@crccertification.com), although with email it is possible that file sizes may be too large to transmit through servers on either end. If you do choose to try email first, make sure you receive a return email acknowledging receipt. If policies and coursework requirements are already set, please provide the requested information by September 15. Otherwise, please let us know that the program is still under development and include a projected date as to when development will be complete so that we may follow up at that time.

Best regards,

Cindy

Cindy A. Chapman, CAE
Executive Director
Commission on Rehabilitation Counselor Certification
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Appendix B

Letter of Support from Department Chair
October 10, 2011

Jeanine Blackwell, Dean
Graduate School
University of Kentucky
Lexington, KY 40506-0033

Dean Dean Blackwell,

This letter is submitted in support of the proposal for the Post-Graduate Certificate in Rehabilitation Counseling. This proposal is timely and responsive to a certification and credentialing trend in the field of Rehabilitation Counseling (RC). The development of this proposal allows the Rehabilitation Counseling program at the University of Kentucky (UK) to be competitive with other programs throughout the nation that already have implemented certificate programs and other that plan to implement such programs in response to a new Category R route to certification by the Commission on Rehabilitation Counselor Certification (CRCC).

The Category R will allow graduates from other human service programs and behavioral sciences to become eligible for the Certified Rehabilitation Counselor (CRC) credential. Potentially, the number of students enrolled in the RC courses will increase. In addition, the offering of the certificate via distance education will permit the RC program to make the certificate program available across all 50 states, thus generating more students enrolled. This proposal offers the opportunity for the RC program to not only maintain its top 20 ranking, but to improve standing among ranked programs through increased enrollment and as a way to build its doctoral program.

This proposal has the full support of the Department of Special Education and Rehabilitation Counseling and the Department Chair. It will not require any additional new faculty lines or courses. The courses are to be taught by existing faculty, adjunct faculty, and part-time instructors.

I extend my full support for this proposal and encourage you to do likewise. If you have questions or require additional information, please contact me at 7-8591 or by email at bcoll01@uky.edu.

Sincerely,

[Signature]
Belva C. Collins, Ed. D.
Professor and Chair
Appendix C

Letter of Support from Program Faculty
October 10, 2011

RE: TIFF Rehabilitation Counseling Graduate Certificate Proposal

I am writing to advise the review committees that the rehabilitation counseling faculty reviewed, approved, and strongly endorsed the Post Graduate Certificate in Rehabilitation Counseling developed by Dr. Jackie Rogers at a program meeting in the spring of 2011. Based on our knowledge of the requirements and practice standards for rehabilitation counseling professionals the faculty unanimously approved this proposal and recommended that it be forwarded to the appropriate college and university committees. Please include this statement with the materials related to this proposal.

Thank you.

Ralph M. Crastil, Ph.D., CRC, LPC
Coordinator and Wallace Charles Hill Professor of Rehabilitation Education

RMC/
Appendix D

Council on Postsecondary Education Information
Rogers, Jackie B

From: Linville, Linda (CPE) [Linda.Linville@ky.gov]
Sent: Thursday, February 10, 2011 10:46 AM
To: Rogers, Jackie B
Cc: Crystal, Ralph; Bell, Melissa (CPE)
Subject: Post Masters Certificate Posting
Follow Up Flag: Follow up
Flag Status: Red
Attachments: certificate approval policy.pdf

Per Certificate Approval Policy we discussed yesterday (and attached), it appears that since your new certificate program is 18 hours (and thus not more than one academic year), you may request it be added to UK’s inventory of programs without posting to KPPPS for new program approval.

Thank you for your inquiry –
LHL

Linda H. Linville, Ph.D. - Asst. VP for Academic Affairs - Council on Postsecondary Education - Linda.Linville@ky.gov - Ph: 502-573-1555 x253
MEMORANDUM

June 15, 2004

TO: Chief Academic Officers
FROM: Jim Applegate, Vice President for Academic Affairs
RE: Approval Process for Certificate Programs

We have recently received requests for clarification of the Council’s policy regarding the approval process for certificate programs. Below are the policy guidelines agreed upon in the early stages of HB1.

1. If a certificate is at/below the associate level, it requires KCTCS approval and KPPPS posting.
2. If it is above the associate level and less than an academic year in length, it does not require approval by KCTCS or the Council and does not need to be posted on KPPPS.
3. If it is more than an academic year in length (24 undergraduate credit hours or 18 graduate credit hours), it requires Council approval via KPPPS.
4. If it is less than a year and not subject to approval, but the institution wants it listed with the degree program inventory, then the institution informs the Council and staff adds it to the inventory.

The guidelines are meant to reduce bureaucracy and aid your autonomy to meet local/regional workforce development needs swiftly. They also reflect an assumption that KCTCS has the primary role in workforce certification.

If you have questions regarding these guidelines, we can certainly discuss them at an upcoming CCAO meeting.