

**Certification Form for New Certificate Programs  
at Universities and Health-Related Institutions  
Texas Higher Education Coordinating Board**

**Directions:** An institution shall use this form to notify the Coordinating Board of a new certificate program that meets all criteria for automatic approval in Coordinating Board Rules, Chapter 5, Subchapter C, Section 5.44: (a) The certificate program has institutional 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 Board Rules (relating to Criteria for Certificate Programs at Universities and Health-Related Institutions).

**Information:** Contact the Division of Academic Affairs and Research at 512/427-6200 for more information.

**Administrative Information**

1. Institution:
  
2. Program Name: Show how the 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:
  
4. Number of Semester Credit Hours Required:
  
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. Implementation Date: Report the first semester and year that students would enter the program.
  
7. Contact Person: Provide contact information for the person who can answer specific questions about the program.

Name:

Title:

E-mail:

Phone:

**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:

- (a) The certificate program has institutional approval.
- (b) 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):
  - 1) Certificate programs for which academic credit is granted at universities and health-related institutions must meet the following criteria:
    - a) They must meet identified workforce needs or provide the student with skills and/or knowledge that shall be useful for their lives or careers.
    - b) They must be consistent with the standards of the Commission on Colleges of the Southern Association of Colleges and Schools.
    - c) They must meet the standards of all relevant state agencies or licensing bodies which have oversight over the certificate program or graduate.
    - d) Adequate financing must be available to cover all new costs to the institution five years after the implementation of the program.
  - 2) The following certificate programs do not require Board approval:
    - a) certificate programs for which no collegiate academic credit is given,
    - b) certificate programs in areas and at levels authorized by the table of programs of the institution with curricula of the following length:
      - i) at the undergraduate level of 20 semester credit hours or less,
      - ii) at the graduate and professional level of 15 semester credit hours or less.
  - 3) The following certificate programs require only Board notification and are automatically approved, subject to review:
    - a) upper-level undergraduate certificates of 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program.
    - b) graduate-level and professional certificates of 16 - 29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.

I understand that the Coordinating Board will update the program inventory for the institution if no objections to the proposed certificate program are received during the 30-day public comment period.

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Chief Executive Officer

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Date