A Skills Certificate Program (less than 18 units) may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate Program, or may constitute a skill set that enables a student to upgrade or advance in an existing career. A Skills Certificate Program may meet a continued education need for those in an evolving profession or may fulfill a demonstrated need that is verified by the local Curriculum Committee.

PROGRAM NAME: T.O.P.s CODE:

CERTIFICATE TITLE:
☐ New Certificate ☐ Revision to Existing Certificate

COURSE(S) REQUIRED:
<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE #</th>
<th>UNITS</th>
</tr>
</thead>
</table>

Total Units:

CATEGORIES:
☐ Ladder of Skills
☐ Job Entry Skills
☐ Part of a Career Certificate Program
☐ Skills Upgrade
☐ Job Advancement
☐ Continuing Education
☐ Specialization
☐ Other:

1. What is the rationale for implementing this certificate?
2. Occupational programs should include information about industry support/need and minutes from advisory board including job for which this certificate would prepare the graduate.

_______________________      ___________    ______________________       ____________
Program Faculty          Date          Department Chairperson        Date

_________________________________________ __________________________
Dean/Sr. Dean

Curriculum Committee Chairperson Date President/Designee Date

☐ APPROVED ☐ NOT APPROVED

Reason: __________________________________________

Distribution: Original: Office of Instruction
Copies to: Admissions Office, Department Chair, Counseling
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