##### Certificate Approval Form

**In order for a certificate program to be reviewed, please fill out the form below and submit to the appropriate college and campus committees. Please plan on at least six months after submission before offering a certificate. Complete information in Part I for all requests. Part II needs to be completed by those seeking approval for Gainful Employment (GE) certificates with financial aid eligibility for non-degree seeking students. All appropriate signatures should be obtained.**

**PART I**

1. **Name of Certificate: \_\_Local Government Management Certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Department(s):\_\_\_\_Masters of Public Administration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **College(s): \_\_\_School of Public Affairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Faculty Director/Advisor: \_\_\_\_\_Donald Klinger\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Type of Certificate:**
* **Gainful Employment**
1. **Expected start date (semester and year): \_\_Fall 2015\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Number of required credit hours: \_\_\_\_12\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Anticipated length of the program in semesters including summer (e.g., 2 years = 6 semesters):**

**8 months (2 semesters) – 24 months (6 semesters)**

1. **Describe the certificate program. Include in your description the following information:**
	1. **How the certificate program fits the unit’s role and mission.**

**The headlines are clear, while policy stalemates may continue in national government, local governments have become the seat of policy experimentation and public service delivery. The ability and skill to manage and innovate public programs are essential for public managers to continue to meet the challenges of not only providing traditional public services but also providing key services in human security, public service enterprise, and intergovernmental collaboration. The proposed UCCS Graduate Certificate in Local Government Management will provide participants and the School of Public Affairs with opportunities to improve the quality of local government systems in Colorado and beyond.**

**The addition of a 12-credit hour Graduate Local Government Management Certificate will provide a stand-alone and program option in School of Public Affairs MPA program. The course content puts students in contact with public service professionals, emphasizes competence in specific policy products, and provides the School of Public Affairs with the opportunity to partner with local government agencies as a workforce development partner and technical assistance provider. Further, the Certificate is designed for people interested in or around a professional career in local government who may also become interested in completing the masters’ education with the MPA program. MPA and SPA faculty believe that the local government certificate courses provide a challenging, master's level, "real world"-based educational opportunity in local government management and public policy. The courses engage faculty, practitioners, and graduate students in systematic research and study designed to improve the quality of local government management, policy making, and public service.**

* **Participants are exposed to a full spectrum of local government issues, service delivery options, and management tools.**
* **The analysis, design, and implementation of a local government case study and project is central to each certification experience.**
* **Service Learning and research opportunities are embedded in the two symposium courses**
* **Interaction with practitioners is key to Symposium structure**
* **Leadership and communication skills will be embedded in PAD 5626 and PAD 5625.**
* **Case studies are used within the courses to emphasize: experiential learning, contact with local government practitioners, and connections between management & policy.**
* **Courses can be taught in a variety of formats in class, on-line, hybrid.**
* **Symposiums provide flexible content to meeting the research interest of participants program.**
	1. **Courses and requirements (e.g., minimum grades) to complete the certificate.**

**The Local Government Certificate Program consists of four 3-credit hour graduate courses totaling twelve hours of graduate coursework. The four courses required for the certificate include**

1. **Local management**
	1. **PAD 5625 Local Government management - Relates the systems, processes, and principles of public management to the local government environment. Public management concepts such as strategic planning, bureaucracy, formal and informal organizational structures, human resource planning, management control, systems theory, and administrative behavior are explored within the context of local government.**

**OR**

* 1. **PAD 5626 Local Government Politics and Policy The perspective of politics and public policy making is essential to understanding local governance. This course focuses on local government political structures, policy analysis and formulation, political forces in administrative decision-making, and relationships between professional administrations and elected officials.**
1. **Budgeting**
	1. **PAD 5503 Governmental Budgeting Introduces students to the theories, concepts, and practice of government budgeting and discusses the current issues and challenges in this field. Topics include budget cycles and formats, political considerations, costing and analytical tasks, and fiscal management issues. The role of budgets and budget processes in determining and implementing public policies is also considered.**
2. **Local Governance Executive Symposium I**

**A course emphasizing the effects governance structure has on local policy implementation outcomes. Students will engage with public sector practitioners and faculty in service learning projects that allow them to apply foundational local government concepts and produce policy products like a citizen participation plan or a community needs assessment.**

* + **Special Case Study Topics and Projects in**
		- **Colorado State Government**
		- **Colorado Local Government**
		- **Intergovernmental Relationships**
		- **Community Governance**
		- **Collaboration Strategies**
		- **Citizen Engagement**
		- **Municipal Law Challenges and Opportunities**
1. **Advanced Topic in Local Governance Executive Symposium II**

**A course emphasizing student competence & creative work on a timely substantive issue. Students will engage with public sector practitioners and faculty in community based case studies that focus on local government policy making. Students will demonstrate their ability to integrate multiple approaches to decision-making and organizational management with an extended knowledge base of local government issues like economic development or crisis management.**

* + **Special Case Study Topics and Projects in**
		- **Economic Development**
		- **Fundamentals of Emergency Crisis**
		- **Human Service Challenges**
		- **Housing**
		- **Roads / Water Services**
		- **Planning and Development**
		- **Environmental Services**
		- **Transportation**
		- **Recreation and Amenity Services**
		- **Agriculture, Education, Health and Welfare Services**

**Local Government Certificate Program Goals, Objectives, and Outcomes – The Local Management and Budgeting courses will provide students with the concepts and methods on local government operations and management. The Executive Symposiums will specifically provide students with experiential learning experiences by using service learning project formats to build skills in the policy and technical aspects of executive management in local government.**

* **Goal 1. - Prepare students to engage in leadership in the executive management policy and project development in local government.**
	+ **Program Objectives – Student will learn how to research and use information to make decisions in public and not-for-profit organizations and developing, implementing and summarizing, reporting on and analyzing an organization’s programs and the results of its operations.**
		- **Identify local government management and budget principles including the different types of local government management and leadership systems and operating structures.**
		- **Outline, create, and implement the major approaches to the decision-making process in the management of local government including democratic and ethical values in local government management.**
		- **Demonstrate critical thinking skills by developing strategies to select an appropriate course of action to create plans and solve problems in local government.**
			* **Define and understand organizational styles and working relationships**
			* **Designing and identifying the major factors to consider for short-term and long term decision-making in policy development and implementation.**
			* **Identify negotiating and conflict resolution processes and apply negotiating skills**
			* **Identify current approach to local government decision- making**
			* **Manage internal and external politics by identifying organizational factors that can affect public policy**
	+ **Learning Outcome – Create an assessment guide to identify major principles that incorporate management and budget policies, processes and methods and other related concepts involved in local government operations.**
* **Goal 2 – Students will learn how to develop a range of leadership skills and abilities to effectively assess a program’s operation, resolve conflicts, and motivating others.**
	+ **Program Objective Interpret data to identify trends in their community**
		- **Demonstrate communication skills and the ability to interrelate with others.**
		- **Demonstrate an understanding of group dynamics and effective teamwork.**
		- **Illustrate effective verbal and written communication skills.**
		- **Distinguish ways to adjust one’s leadership style appropriate to the situation.**
		- **Display the critical thinking skills and abilities to lead others toward common goals.**
		- **Identify and analyze the interrelation between various issues in the community.**
		- **Demonstrate a process to assess and forecast the impact of community trends on community issues.**
		- **Evaluate data analysis as a means of identifying community issues.**
	+ **Learning Outcome - Design, coordinate, and apply a standard methodology to conduct a citizen participation plan or a community needs assessment project.**
* **Goal 3 Provide students with practical skills and methods to engage in effective local government management. Students will demonstrate and apply critical strategic thinking, communication, organizational and community leadership competencies by combining the knowledge and learning experiences from the core courses.**
	+ **Program Objective - Increase student’s awareness and competency in the leadership and technical concepts to apply the concepts and experience in the executive management of local government operations.**
		- **Define and understand government operations and management plan.**
		- **Apply and demonstrate knowledge and mastery of management principles in local government, budgeting, strategic planning, and planning to create a local government project.**
		- **Apply and demonstrate practical skills and methods to engage in effective local government management including application of critical strategic thinking, communication, organizational and community leadership competencies.**
		- **Define and execute each step in the project plan by initiating, planning, executing, monitoring, controlling and implementing a local government project.**
	+ **Learning Outcome – Students will apply and demonstrate knowledge and mastery of local government management concepts planning and implementing a local government project.**
	1. **Admission criteria (at a minimum must follow criteria delineated in policy but program may have higher standards)**

**Admission to the Local Government Certificate requires a student holds Bachelor's degree from an accredited institution, and all courses for the certificate must be completed with a grade of B- or better in order to earn the certificate. Before enrolling for courses, new students must** [**apply to the University for unclassified student status**](http://www.uccs.edu/Documents/admrec/Application%20for%20admission%208%2011.pdf) **and pay the required $25 application fee. Current graduate degree-seeking students can pursue one or more of the certificates as part of their degree plan. In addition, all individuals wanting to pursue a graduate certificate must submit a one-page** [**certificate application**](http://www.uccs.edu/Documents/spa/spa_graduate_certificate_application.pdf) **and official transcripts to the Office of Admissions and Records showing that an undergraduate degree has been conferred.**

* 1. **The exit process (include requirements for finishing, any forms that must be completed stating who completes these forms—student, faculty director, etc.; who will provide a list of completers to A&R so that a person’s transcript may be changed).**

**Students are reminded in their course syllabi to contact Crista Hill, SPA Outreach/Student Services Specialist, upon completion of their final certificate course to obtain their certificate exit survey. The survey is used for program assessment. At this time Ms. Hill obtains the SPA Dean’s signature on certificate completion paperwork and notifies Admissions & Records of the completion of the new certificate. Upon, passage of the new graduate certificate guidelines, Ms. Hill will be working with Admission & Records to create an automated system that will no longer require student notification. At the present time, each semester, Ms. Hill runs an audit of program degree and nondegree students to ensure that all students who have completed the certificate have been reported to Admission and Records.**

* 1. **Costs of offering the certificate program.**

**We believe that the Local Government Management Certificate leverages existing strengths in our graduate curriculum and will pose minimal changes in School’s resources. Faculty members within the School currently teach PAD 5625 Local Government Management, 5626 Local Government Politics & Policy, & Government Budgeting 5503. The Certificate should help increase enrollment in these current courses thus increasing the efficiency of those courses by incentivizing current students to take those courses for specific professional recognition. Further the unique modality of certificate courses as well as their course content will attract non-degree seeking career professionals who wish to take advantages of the skill development offered in these courses.**

**The creation of the two Symposium courses in Executive Local Governance will create a cost burden. The estimated cost of instruction for the new course the remuneration of the cost of a lecture which is $3,500 (typical lecture remuneration) for the elective to be taught. This number does not reflect overload, on-budget or off-budget course scheduling or the specific rank of the person teaching the course. Instead, the number is provided in recognition that the department will incur a cost, whether that is shifting or resources or adding resources, in the current design of the certificate.**

**The Local Government Management Certificate represents an opportunity for the School of Public Affairs to capitalize upon its strong commitment to leaderships and innovation in local government systems. The Certificate provides a complimentary base of knowledge to that would be useful to MPA and MCJ students as well as to non-degree seeking professionals who want to enhance their skills in public budgeting, public enterprise management, designing citizen participation, performance based management, human resource competence, and public communication.**

**Staffing the Proposed Certificate**

**PAD 5625 Local Government Management**

**Regina Winters and Former Colorado Springs City Manager Penelope Culbreth-Grath have taught this course annually.**

**Dr. Robert Wonnett has also expressed interest and has experience and research background to help staff this course as the program moves forward.**

**PAD 5626 Local Government Politics and Policy**

**Regina Winters and Former Colorado Springs Mayor Mary Lou Makepeace have taught this course annual.**

**Dr. Robert Wonnett has also expressed interest and has experience and research background to help staff this course as the program moves forward.**

**PAD 5503/ CJ 6600 01 Governmental Budgeting**

**Ron Miller has taught this course annually.**

**PAD XXXX Local Governance Executive Symposium I**

**This is a new course that will be offered in the second year of the certificate.**

**Dr. Robert Wonnett and Regina Winters’ teaching schedules were refocused to incorporate the new Symposium.**

**In addition professionals within the field can teach this course. For example, local and county administrators, members of the Colorado City and County Management Association who have specific projects that lend themselves to the purpose of the symposium.**

**PAD XXXX Advanced Topic in Local Governance Executive Symposium II**

**This is a new course that will be offered in the second year of the certificate.**

**Dr. Robert Wonnett and Regina Winters’ teaching schedules were refocused to incorporate the new Symposium.**

**In addition professionals within the field can teach this course. For example, local and county administrators, members of the Colorado City and County Management Association who have specific projects that lend themselves to the purpose of the symposium.**

**The cost of the program for students is a follows:**

|  |  |  |
| --- | --- | --- |
|  | **Per Semester Expenses / Costs** | **Annual Expenses / Costs** |
| **Tuition and Fees** | **Resident: $1892.55 per 3 credit hours****Non-Resident: $3374.55 per 3 credit hours** | **Resident: $7,570 for full 12 credit hours****Non-Resident: $13,498.20 for full 12 credit hours** |
| **Books** | **$100.00 per course** | **$400.00 for full certificate**  |
| **Technology Costs** | **$100 per online course** | **$100 per online course** |
| **Room and Board** | **N/A** | **N/A** |
| **Additional Explanation** | **The cost per three credit hour course is $1892.55 for Colorado Residents and $3374.55 for non-residents. There are three semesters per year. To finish in one year, the student would need to take two courses during one of the terms, which is possible to do. The number per semester above is the total cost averaged over three semesters. The average book cost per class is $100. If a course is taken online, there is a $100 technology fee,which is not reflected in the numbers above.** **Program costs vary depending on each student's particular situation. For the 2014 – 2015 year, Colorado residents who complete all coursework on campus pay around $7,570.20 for their certificate, while on-campus nonresident students pay around $13498.20. Distanceand/or local students who complete all degree requirements online will pay around $7,970.****Students can estimate specific tuition costs by using the tuition calculator on the Student Financial Services website** [**http://www.uccs.edu/bursar/bill\_estimate\_2014\_2015.html**](http://www.uccs.edu/bursar/bill_estimate_2014_2015.html) |

* 1. **Expected benefits, income, return on investment.**

**The certificate will further the School’s mission to provide students with knowledge and research skills that will advance their educational and career goals within public service. The certificate will also serve in advancing students within professional public service via partnerships with agencies via service learning projects. The certificate program also expects gradate certificate participation to generate additional MCJ and MPA graduate students. In the past, graduate certificate participants have moved on to earn their MPA or MCJ. Among our MCJ and MPA graduates many started as certificate holders (or certificate students). Since Spring 2012, among our MPA and MCJ graduate (who were also certificate holders) the following entered as certificate students: 21% Criminal Justice, 17% Homeland Defense, 22% Nonprofit Fund Development, 8% Nonprofit Management, 6% Public Management, and 8% Security Intelligence.**

* 1. **If applicable, describe any fees (e.g., program, course, application) that you will charge. (Note: You will need to follow campus procedures for fees.)**

**The only fee is that set by the graduate student office for processing applications ($25.00).**

* 1. **If you are proposing a non-notated certificate, please explain why this is the best type of certificate and why you are not using a CoS or PD certificate. Please submit a plan for how you will inform students that the certificate will not be notated on official university transcripts.**

 **Not Applicable PART II (for GE Certificates)**

1. **Program website URL for certificate program:**

**A website URL has not been assigned to the program until the program receives full UCCS approval. The website will mirror those other School of Public Administration Certificates including the Certificate in Public Management** [**http://www.uccs.edu/academics/degrees.html**](http://www.uccs.edu/academics/degrees.html)

1. **Provide a narrative description of how the institution determined the need for the program. Describe what need this program will address and how the institution became aware of that need. If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative.**

**In 2014, the Center for State and Local Government Excellence noted that the top upcoming workforce issue in government is the recruitment and retention of qualified personnel with needed skills to meet the new challenges in public service. Similarly, the International City/County Management Association (ICMA) has identified leadership development as one of the most important issues that local governments will face in the coming decade. In a June 2014, 388 current state and local professionals identified policy process, management, public finance, and program evaluation as key courses for successful government careers. Public service skills studies suggest local government education programs should emphasis include:**

* **Skills in teamwork, public speaking, project movement, and budgeting, Governing Exchange Research Community (2014)**
* **Proficiency in communication, budgeting and financial management, information technologies, and local government structure, Zhang, Y. &, Lee, R. & Yang, K. (2012).**
* **Competency in citizen engagement, communication and professional integrity, NASPAA-ICMA Working Group (2009)**

**Fall 2013 and Spring 2014 UCCS SPA student exit survey recoded requests for additional policy courses as well government budgeting. A local government certificate will meet those demands by focusing on local policy development and analysis, as well as giving students an incentive to take the existing MPA government budget course. Further, the project based symposium courses provide additional avenues for student engagement in faculty research. Setting our approach to a local government certificate apart from competitors.**

**The program brief certificate format is designed to attract aspiring and in-career students including local government managers, assistant directors, department heads, budget and policy analysts, engineers, and planners, as well as other professionals from operating departments of local governments. Further, Colorado City and County Management Association, the leading local government professional institution in the state of Colorado is open to additional partnerships with Colorado based higher education institutions. The local government certificate is a way to help make space within the program for that growing relationship.**

**References:**

**Center for State & Local Government Excellence (2014). State and local government workforce:**

**2014 trends. Retrieved from** [**http://slge.org/publications/state-and-local-government-workforce-2014-trends**](http://slge.org/publications/state-and-local-government-workforce-2014-trends)

**NASPAA-ICMA Working Group- Mission-specific competencies for local government**

 **management education. Retrieved from http://naspaa-icma.wikispaces.com/**

**Wogan, J. B. (2014) Want to govern? Survey Says, attend policy school. Governing Magazine.**

**Retrieved from** [**http://www.governing.com/topics/education/gov-want-to-govern-go-to policy-school.html**](http://www.governing.com/topics/education/gov-want-to-govern-go-to%20policy-school.html)

**Gilroy, L. (2013) Interview with Centennial, Colorado Chief Innovation Officer David Zelenok.**

 **Colorado’s contract city, part 2: Innovation and the future of public-private partnerships**

 **in Centennial. Retrieved from http://reason.org/news/show/centennial-contract-city-2**

**Zhang, Y. &, Lee, R. & Yang, K. (2012). Knowledge and skills for policy making: Stories form**

 **local public mangers in Florida. Journal of Public Affairs Education, 18(1), 183-208**

1. **Provide a narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or state labor data systems information was used, and/or if state, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers.**

**In Colorado the number of state and local governments have increased to 2,905 since 2007. Nationally the number government in is 90, 056. In addition, the number of state and local government employees has increased in by 1.6% since the last U.S. Census. In Colorado, public administration accounted for 7.7% of the states job total with an average hourly wage of $26.97 (Colorado State Department of Labor, Colorado OES Wage Survey, 2012). Further, the monthly wage data provided by the Bureau of Labor Statistics notes that state and local government employment has increased from October 2012 to October 2014 (U.S. Bureau of Labor Statistics, employees on nonfarm payrolls, seasonally-adjusted data, November 7, 2014). Local and state retirement levels are reported as up by 49% from 2013, indicating according to the Center for State and Local Government Excellence, those government employers will be challenged to recruit and retain qualified personal (Center for State & Local Government Excellence, 2014,** [**http://slge.org/wp-content/uploads/2014/05/Workforce\_Trends\_2014.pdf**](http://slge.org/wp-content/uploads/2014/05/Workforce_Trends_2014.pdf)**). Further, members of the Association of Colorado County Administration (ACCA) concur with the Center for State & Local Government Excellence that among the positions they are having a hard time filling at the local level include human resource specialists, management (mid and upper), and technical professionals.**

**Faculty used the Bureau of Labor Statistics data and publicly available employment search engines (Salary.com, Indeed.com, International City/County Management Association (ICMA), & Colorado Department of Labor and Employment) to identify compensation ranges for local government occupations. It should be noted that the certificate is believed to attract not only those who will be directly employed by a local government agency but also by individuals who contract with local government as human service, safety, or utility provider.**

1. **Provide a narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program.**

**Faculty considered the variety of local government management positions that could utilize the skill sets offered by the Local Government Management Certificate. The key resources used to explore wage and workforce trends was the Bureau of Labors Statistics as well as the International City/County Management Association and local government information from the Colorado Department of Labor and Employment.**

**Employment and wages. A quintessential local government management job is that of a County Administrator. A county administrator is a paid, non-elected government official that supervises the day-to-day operations of a county government. The basic duty of a county administrator is to oversee the departments that deliver services to the public. They help develop budgets, attend government meetings and may even be on call in emergency situations. A county manager needs at least a bachelor's degree in public administration, business administration or a related field, and many hold master's degrees. According to the BLS, the projected job growth for positions like a County Administrator is 11% between 2012 and 2022. The median salary as reported by the International City/County Management Association is $105, 000 (ICMA, January 30, 2014).**

**Within Colorado, the salary for the county managers appears to be comparable as the average salary for experienced general and operations managers in the Colorado is $106,562 (Joint Colorado Senate and House Local Governments Committee, 2013). Further, Salary.com notes reports a national median salary of $113, 613 for Government Affairs Managers, a job category that includes county administrators, chief administers, city managers, city chief’s of staff, and city innovation officers (**[**http://www1.salary.com/Government-Affairs-Manager-salary.html**](http://www1.salary.com/Government-Affairs-Manager-salary.html)**).**

**The faculty also looked at other related wage information regarding currently advertised local government positions that were outside of the traditional local government leadership positions. These few positions provide a snapshot of the variety of positions associated with local government and their current wage range. Other currently available positions that would benefit from Certificate work include:**

**State of Colorado CVISN Grant & Project Administrator**

**$4,764.00 - $6,973.00 Monthly**

**The position will manage the program, projects and financial activities of all projects funded under Colorado Vehicle Information Systems Network (CVISN) grant awards. This position will analyze and monitor vendor and contractor compliance with both federal and state rules and regulations, manage individual activities funded by the grant from a project management perspective and project related activities in support of the CVISN grant funded projects. Initiate, monitor, and provide unique technical expertise and guidance to individuals working on the various CVISN projects including but not limited to project vendors/contractors and state employees. Provide over-site on all administrative grant management aspects related to the receipt of federal and state grant funds that the position is responsible for.**

**https://www.colorado.gov/pacific/dhr/open-competitive-job-opportunities**

**State of Colorado Legislative Liaison**

**$5,493.00 - $8,327.00 Monthly**

**Located in the Office of Government Relations (OGR), this position exists to provide to the Executive Director, TC and EMT high-level expertise, strategic analysis and recommendations regarding state legislative issues. The position directly influences CDOT in developing legislation, assessing proposed legislation, negotiating legislation with stakeholders, developing legislative testimony, testifying on behalf of CDOT, and discussing proposed legislation with members of the General Assembly and appropriate internal/external partners. Position works closely with the Governor’s office to ensure consistency in policy messaging.**

[**https://www.colorado.gov/pacific/dhr/open-competitive-job-opportunities**](https://www.colorado.gov/pacific/dhr/open-competitive-job-opportunities)

**State of Colorado Policy Analyst**

 **$3,834.00 - $5,612.00 Monthly**

**Position formulates and drafts new and amended contracts and agreements in support of the Division’s programs and services.**

**Assists Division management with implementation program modifications to respond to and comply with changes in legislation and regulations.**

**Tracks state legislative initiatives related to the Division’s Programs and Initiatives.**

**Formulates, drafts and guides the promulgation of new and amended rules for the Division’s programs and services in accordance with the Colorado Administrative Procedure Act.**

**Position is responsible for FEPP interagency agreements and rules. Other duties as assigned.**

[**https://www.colorado.gov/pacific/dhr/open-competitive-job-opportunities**](https://www.colorado.gov/pacific/dhr/open-competitive-job-opportunities)

**State of Colorado Special Projects Coordinator**

**$4,764.00 - $5,240.00 Monthly**

**This position is the Staff Authority for several special projects delegated from the Office Director. These projects include but are not limited to Criminal Justice Population Medicaid Coverage, Homeless Medicaid Coverage, and ACA Provider Screening Rules implementation, as well as other necessary projects as they arise. As the staff authority, the position has a unique level of knowledge associated with these projects and serves as a resource to others both within and outside the Department. This position coordinates with individuals involved with these projects at other state, city, and county agencies, as well as individuals in the populations effected by these projects, to investigate relevant rules, regulations, and laws, and facilitates or attends project related meetings. This position plans and resolves logistical and inter-departmental needs to lead projects toward implementation. The position negotiates on behalf of the Department to obtain support for or cooperation with outside parties in areas of the project where there is no formal rule or law in place to refer to. The position defends the Department’s position as a representative of the Department in formal hearings.**

[**https://www.colorado.gov/pacific/dhr/open-competitive-job-opportunities**](https://www.colorado.gov/pacific/dhr/open-competitive-job-opportunities)

**City of Aurora Public Works Special Project Manager**

**$61,859.20 - $93,184.00**

* **Project management including planning, design, and budget management**
* **Ensures compliance with design and government regulations**
* **May work with consulting engineers, contractors, and other agencies**
* **Reviews and evaluates design plans and specifications developed by City staff and outside consultants**
* **Coordinates construction schedules**
* **Works with City's Purchasing and Contracts Division in publishing requests for proposals and in selecting consultants and contractors for capital projects**
* **Develops and implements work procedures**
* **Assists in developing operational priorities, goals and objectives; and performs additional duties as assigned.**

**Western Colorado Congress Community Organizer**

**Salary Depends upon Experience (up to $50,000 annually)**

**As a Community Organizer, you won't be tied to a desk, you'll meet lots of people, and you'll make change happen at the grassroots level. This is very much a "people" job. The Community Organizer must be able to consider the long-range goals of WCC, and then help WCC's members develop collaborative, coherent strategies to address the issues they perceive in their communities and to achieve the organization's goals.**

**While each employee at WCC has individual work assignments, the entire staff works together as a team to accomplish the goals set by the Board of Directors.**

**SPECIFIC DUTIES INCLUDE:**

* **Recruit new members**
* **Plan and implement strategy on issue campaigns**
* **Conduct research**
* **Participate in grassroots fundraising efforts**
* **Train members in activism skills**
* **Communicate clearly, both orally and in writing**
* **Generate turnout for events**
* **Help members in their contacts with public officials and the press**
* **Assist with duties such as special events, fundraising, and routine office tasks**
1. **Was the program reviewed and approved by any external groups such as:**

**The program was reviewed by representatives of the following:**

**The School of Public Affairs is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA). The courses required for the graduate certificate in nonprofit management are also courses in the Master of Public Administration degree, which is the NASPAA-accredited degree. NASPAA accreditation is for a period of seven years; re-accreditation visits are conducted by a team of external reviewers who, among other aspects, assess the quality and rigor of all courses offered within the MPA and the qualifications of the faculty who teach those courses.**

**In addition, the certificate was reviewed by representatives from Colorado City and County Management Association, the leading local government professional institution in the state of Colorado and will further be discussed by the Association of Colorado County Administrators and Colorado Counties Inc. on Dec 1 at which Interim SPA Dean Terry Schwartz, Assistant Professor Robert Wonnett and Senior Instructor Regina Winters will be gathering additional thoughts on the program from those two professional communities. These professional communities represent vested stakeholders and potential local employers for students completing the certificate or using the certificate for career advancement.**

1. **Provide a narrative description of how the program was reviewed or approved by, or developed in conjunction with, the entities selected in #5. For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the appropriate federal agencies upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.**

**In response to NASPAA accreditation process and program assessment, completed in Summer 2014, Robert Wonnett and Regina Winters were tasked by the MPA faculty to explore the possibility of designing a local government certificate. Winters and Wonnett met October 16 to review exiting local government certificates from NASPAA accredited institutions and to review regional data regarding certificate needs. Reviewed certificates include Virginia Tech, University of Memphis, Florida Gulf Coast University, University of Texas at Dallas, University of Colorado at Denver, University of Northern Iowa, Kansas State University, and Eastern Michigan University. Winters and Wonnett found that each of the programs focused on basic service delivery competencies, but few programs offered a substantial service learning or experiential learning component. We believe that our unique inclusion of service learning into the Certificate will differentiate the proposed Certificate from regional and national competitors. Further Winters and Wonnnett reviewed ICMA and NASPAA recommendations for local government graduate education. These professional institutions emphasized a leadership curriculum that emphasizes leadership skills, ethics, analytical skills, strategic planning, organizational effectiveness, and community building. The proposal reflects alignment with all of these competencies.**

**At the October 28 MPA committee meeting, Wonnett and Winters presented a draft of the local government certificate to faculty as well as Vicky Berkley, Colorado Center for Community Development (CCCD) for consideration. The faculty voted to approve the certificate and to present the Certificate to the School Council November 11. In addition, on October 28 Robert Wonnett spoke by telephone with Andrew "Drew" Gorgey, Garfield County Manager and the current ACCA president. The meeting was to confirm and identify specific areas of review for the Local Government Certificate and the presentation at the ACCA Conference. The ACCA Conference session is titled “Strengthening Ties: a Colloquium of Colorado’s Schools of Public Affairs and County Administrators”**

**The initial draft of the Local Government Certificate was reviewed by Dave Zelenoc, Chief Innovation Officer / Interim City Manager / Director of Public Works - City of Centennial, Colorado, on November 10 during a meeting with Robert Wonnett. The meeting was to incorporate ideas, concerns, and comments on the local governance certificate.**

**An updated draft proposal was presented and approved by the School of Public Affairs Council following a two week comment period on the draft. Key suggestions adopted for the proposal included:**

* **adding a opportunity to learn how to work with local media outlets,**
* **clarification on leadership curriculum**
* **creation of an emergency and crisis management module**

**As noted above on December 1, at 3 p.m. the UCCS Local Government Certificate was presented and discussed By Assistance Professor Robert Wonnett and Senior Instructor Regina Winters at the Association of Colorado County Administrators (ACCA) Conference in Colorado Springs. The ACCA Board has communicated with UCCS that they are interested in developing programs to enhance graduates and staff on core competencies. ACCA is the nonprofit professional association of the managers and administrators of Colorado’s counties.  The certificate proposal was received well by conference attendees.**

1. **Describe how you will determine the on-time completion rate, job placement rate, and median loan debt in order to disclose the information on the departmental website.**

**SPA considers on-time certificate completion rates to be within 2 years of applying and being accepted into the certificate program. Ms. Crista hill is will request an annual update from the UCCS Financial Aid office regarding the median student loan debt for each certificate offered by the School of Public Administration. The Schools has instituted a survey assessment to capture student employment information upon certificate completion to report on-time completion rates as well as job placement rates. The basic survey is presented below. Similar to other School of Public Affairs certificates, information regarding completion rate, job placement rate and median loan information will be posted on each certificate webpage. The webpage will be updated annually by the SPA Educational Technologist.**

**Certificate Completion Survey**

**Have you completed a graduate certificate (s)?  \_\_\_\_ Yes  \_\_\_\_ No**

**If yes, which graduate certificate(s) did you complete?**

**\_\_\_\_\_Public Management**

**\_\_\_\_\_Criminal Justice**

**\_\_\_\_\_Nonprofit Management**

**\_\_\_\_\_Nonprofit Fund Development**

**\_\_\_\_\_Homeland Defense**

**\_\_\_\_\_Security Intelligence**

**\_\_\_\_\_Other and, if other please List all  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.     To what extent did your certificate work improve your knowledge and abilities in the area of your certificate?**

**\_\_\_Greatly improved my abilities in this area**

**\_\_\_ Somewhat improved my abilities in this area**

**\_\_\_ Slightly improved my abilities in this area**

**—— Did not improve my abilities in this area.**

**3.     Please rate the extent to which you agree with the sentences below using this scale:**

**1 = Strongly Agree      2 = Agree**

**3 = Disagree                4 = Strongly disagree     NA = Not Applicable**

**The knowledge and skills I gained in my MPA courses will help me perform well in future jobs.**

**\_\_\_\_\_\_   My certificate completion will improve my ability to get the jobs I want.**

**\_\_\_\_\_\_   My certificate completion stimulated my interest in community affairs and public service.**

**\_\_\_\_\_\_   My certificate completion has increased my effectiveness in my current work.**

**\_\_\_\_\_\_   My certificate completion has provided me with a strong foundation for success in my chosen    profession.**

**4. Within six months of completing my certificate program, I have been able to :**

**—Complete my MPA/MCJ**

**\_\_Completed and Passed a professional Exam**

**\_\_Obtained a job in public affairs or a related field**

**\_\_Gained a promotion within my current work place**

**Received recognition of my certificate completion from my current employer**

**5. Please indicate your current employment status. Please indicate your employment status while pursuing your degree.**

**\_\_\_Full-Time, working in the public affairs**

**\_\_\_Full-Time, working outside public affairs**

**\_\_\_Part-Time, working in public affairs**

**\_\_\_Part-Time, working outside of public affairs**

**\_\_\_Unemployed, recently retired from military service**

**\_\_\_Unemployed, recently graduated from an education program**

**\_\_\_Unemployed, recently changed jobs**

**6.     Please indicate your employment status while pursuing your degree.**

**\_\_\_Full-Time, working in the public affairs**

**\_\_\_Full-Time, working outside public affairs**

**\_\_\_Part-Time, working in public affairs**

**\_\_\_Part-Time, working outside of public affairs**

**\_\_\_Unemployed, recently retired from military service**

**\_\_\_Unemployed, recently graduated from an education program**

 **\_\_\_Unemployed, recently changed jobs**

1. **When do you intend to begin disbursing Title IV funds to students: \_\_Fall 2015\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Estimate the cost of the program (you may change table as needed for your certificate and whether the program is online or in-person but make sure you include all information needed for GE designation):**

|  |  |  |
| --- | --- | --- |
|  | **Per Semester Expenses / Costs** | **Annual Expenses / Costs** |
| **Tuition and Fees** | **Resident: $1892.55 per 3 credit hours****Non-Resident: $3374.55 per 3 credit hours** | **Resident: $7,570 for full 12 credit hours****Non-Resident: $13,498.20 for full 12 credit hours** |
| **Books** | **$100.00 per course** | **$400.00 for full certificate**  |
| **Technology Costs** | **$100 per online course** | **$100 per online course** |
| **Room and Board** | **N/A** | **N/A** |
| **Additional Explanation** | **The cost per three credit hour course is $1892.55 for Colorado Residents and $3374.55 for non-residents. There are three semesters per year. To finish in one year, the student would need to take two courses during one of the terms, which is possible to do. The number per semester above is the total cost averaged over three semesters. The average book cost per class is $100. If a course is taken online, there is a $100 technology fee,which is not reflected in the numbers above.** **Program costs vary depending on each student's particular situation. For the 2014 – 2015 year, Colorado residents who complete all coursework on campus pay around $7,570.20 for their certificate, while on-campus nonresident students pay around $13498.20. Distanceand/or local students who complete all degree requirements online will pay around $7,970.****Students can estimate specific tuition costs by using the tuition calculator on the Student Financial Services website** [**http://www.uccs.edu/bursar/bill\_estimate\_2014\_2015.html**](http://www.uccs.edu/bursar/bill_estimate_2014_2015.html) |

1. **Using the Standard Occupational Classifications http://www.bls.gov/soc/**
	1. **Select the primary occupational group for which the Gainful Employment Program will train the student:**

**Standard Occupational Classifications:**

**Federal, State, and Local Government, excluding state and local schools and hospitals, and the US Postal Service (OES Designation)**

**11-0000 Management**

**21-0000 Community and Social Service Occupations**

**33-0000 Protective Services**

**43-0000 Office Administrative Support**

**Reference: http://www.bls.gov/oes/current/naics3\_999000.htm**

* 1. **List all six-digit codes that reflect occupations in which the graduates of the proposed program will be trained for employment:**

**Specific Occupational Codes:**

**Chief Executives 11-1011**

**General and Operations Managers 11-1021**

**Legislators 11-1031**

**Human Resource Managers 11-3121**

**Administrative Services Managers 11-3011**

**Emergency Management Directors 11-9161**

**Social and Community Service Managers 11-9151**

**Urban and Regional Planners 19-3051**

**Supervisors of Protective Service Workers 33-1000**

**Court, Municipal and licenses Clerks 431031**

**Community and Social Service Specialists, All Other 21-1099**

|  |
| --- |
| **Colorado NAICS 999000 State and Local Government Special Employment and Wage Estimates May 2013**  |
| **Occupation Code**  | **Occupation Title**  | **Employment RSE**  | **Median Hourly Wage**  | **Mean Hourly Wage**  | **Annual mean Wage**  |
| **00-0000**  | **Management Occupations** | **1.10%** | **$49.27**  | **$55.79**  | **$116,040**  |
| **11-1011** | **Chief Executives** | **13.90%** | **$72.00**  | **$81.69**  | **$169,910**  |
| **11-1021**  | **General and Operations Managers** | **1.50%** | **$48.29**  | **$58.36**  | **$121,390**  |
| **11-1031** | **Legislators** | **7.60%** |  [**NA**](http://www.bls.gov/oes/current/oes_co.htm#%284%29) |  [**NA**](http://www.bls.gov/oes/current/oes_co.htm#%284%29) | **$65,630**  |
| **11-2031** | **Public Relations and Fundraising Managers** | **4.30%** | **$56.47**  | **$60.37**  | **$125,570**  |
| **11-3011**  | **Administrative Services Managers** | **3.80%** | **$43.08**  | **$46.13**  | **$95,940**  |
| **11-3021**  | **Computer and Information Systems Managers** | **4.10%** | **$63.90**  | **$67.40**  | **$140,200**  |
| **11-3031** | **Financial Managers** | **4.40%** | **$61.24**  | **$67.39**  | **$140,170**  |
| **11-3061**  | **Purchasing Managers** | **4.90%** | **$57.49**  | **$60.25**  | **$125,320**  |
| **11-3071**  | **Transportation, Storage, and Distribution Managers** | **4.80%** | **$44.56**  | **$49.00**  | **$101,920**  |
| **11-3111**  | **Compensation and Benefits Managers** | **11.10%** | **$57.64**  | **$61.39**  | **$127,700**  |
| **11-3121**  | **Human Resources Managers** | **4.00%** | **$56.61**  | **$61.84**  | **$128,620**  |
| **11-3131** | **Training and Development Managers** | **7.00%** | **$49.27**  | **$53.01**  | **$110,270**  |
| **11-9041**  | **Architectural and Engineering Managers** | **5.40%** | **$67.22**  | **$71.70**  | **$149,140**  |
| **11-9111**  | **Medical and Health Services Managers** | **2.90%** | **$47.17**  | **$52.13**  | **$108,430**  |
| **11-9121**  | **Natural Sciences Managers** | **6.60%** | **$58.50**  | **$62.00**  | **$128,960**  |
| **11-9131**  | **Postmasters and Mail Superintendents** | **0.00%** | **$30.82**  | **$31.02**  | **$64,510**  |
| **11-9151**  | **Social and Community Service Managers** | **6.30%** | **$31.44**  | **$33.36**  | **$69,380**  |
| **11-9161**  | **Emergency Management Directors** | **8.50%** | **$33.70**  | **$33.41**  | **$69,490**  |
| **11-9199** | **Managers, All Other** | **2.60%** | **$51.56**  | **$53.74**  | **$111,780**  |
| **21-1093**  | **Social and Human Service Assistants**  | **6.30%** | **$13.77**  | **$14.64**  | **$30,440**  |
| **21-1099**  | **Community and Social Service Specialists, All Other**  | **7.80%** | **$19.49**  | **$21.27**  | **$44,240**  |
| **33-9099**  | **Protective Service Workers, All Other**  | **4.50%** | **$14.08**  | **$15.49**  | **$32,230**  |
| **19-3051**  | **Urban and Regional Planners**  | **6.00%** | **$33.32**  | **$37.09**  | **$77,160**  |
| **43-4031**  | **Court, Municipal, and License Clerks**  | **2.40%** | **$17.90**  | **$18.78**  | **$39,050**  |
| **21-1099** | **Community and Social Service Specialists, All Other** | **7.80%** | **$19.49**  | **$21.27**  | **$44,240**  |

|  |
| --- |
|  **NAICS 999000 Federal, State, and Local Government excluding state and local schools and hospitals, and the US Postal Service Special Employment Wage Estimates May 2013**  |
| **Occupation Code**  | **Occupation Title**  | **Employment RSE**  | **Employment per 1,000 jobs**  | **Median Hourly Wage**  | **Mean Hourly Wage**  | **Annual mean Wage**  |
| **11-0000** | **Management Occupations** | **0.30%** | **5.83%** | **$43.95**  | **$44.09**  | **$91,700**  |
| **11-1000** | **Top Executives** | **0.50%** | **2.01%** | **$39.98**  | **$40.47**  | **$84,190**  |
| **11-1011** | **Chief Executives** | **0.90%** | **0.24%** | **$50.31**  | **$53.38**  | **$111,020**  |
| **11-1021** | **General and Operations Managers** | **0.50%** | **1.20%** | **$47.38**  | **$48.27**  | **$100,410**  |
| **11-1031** | **Legislators** | **1.30%** | **0.58%** |  **NA** |  **NA** | **$39,320**  |
| **11-2031** | **Public Relations and Fundraising Managers** | **1.30%** | **0.04%** | **$42.34**  | **$44.86**  | **$93,300**  |
| **11-3011** | **Administrative Services Managers** | **0.80%** | **0.36%** | **$38.35**  | **$39.40**  | **$81,950**  |
| **11-3021** | **Computer and Information Systems Managers** | **0.40%** | **0.23%** | **$49.85**  | **$51.28**  | **$106,660**  |
| **11-3031** | **Financial Managers** | **0.60%** | **0.41%** | **$49.88**  | **$49.72**  | **$103,420**  |
| **11-3061** | **Purchasing Managers** | **0.40%** | **0.08%** | **$55.64**  | **$53.42**  | **$111,120**  |
| **11-3071** | **Transportation, Storage, and Distribution Managers** | **0.70%** | **0.13%** | **$44.06**  | **$44.59**  | **$92,740**  |
| **11-3111** | **Compensation and Benefits Managers** | **1.70%** | **0.02%** | **$42.15**  | **$43.55**  | **$90,590**  |
| **11-3121** | **Human Resources Managers** | **0.70%** | **0.12%** | **$44.66**  | **$46.80**  | **$97,350**  |
| **11-3131** | **Training and Development Managers** | **4.10%** | **0.02%** | **$38.75**  | **$41.05**  | **$85,370**  |
| **11-9000** | **Other Management Occupations** | **0.30%** | **2.38%** | **$45.61**  | **$45.72**  | **$95,100**  |
| **11-9041** | **Architectural and Engineering Managers** | **0.90%** | **0.18%** | **$57.25**  | **$56.60**  | **$117,720**  |
| **11-9111** | **Medical and Health Services Managers** | **0.50%** | **0.26%** | **$45.89**  | **$47.48**  | **$98,760**  |
| **11-9121** | **Natural Sciences Managers** | **0.40%** | **0.15%** | **$48.52**  | **$49.41**  | **$102,770**  |
| **11-9151** | **Social and Community Service Managers** | **0.80%** | **0.25%** | **$34.30**  | **$35.49**  | **$73,810**  |
| **11-9161** | **Emergency Management Directors** | **1.10%** | **0.07%** | **$26.77**  | **$28.91**  | **$60,130**  |
| **11-9199** | **Managers, All Other** | **0.30%** | **1.10%** | **$50.38**  | **$48.90**  | **$101,710**  |
| **21-1093**  | **Social and Human Service Assistants**  | **0.80%** | **0.78%** | **$16.76**  | **$18**  | **$36,910**  |
| **21-1099**  | **Community and Social Service Specialists, All Other**  | **0.90%** | **0.35%** | **$21.99**  | **$23**  | **$47,900**  |
| **33-9099**  | **Protective Service Workers, All Other**  | **1.20%** | **0.30%** | **$17.51**  | **$19**  | **$39,420**  |
| **19-3051**  | **Urban and Regional Planners**  | **1.30%** | **0.30%** | **$31.06**  | **$32**  | **$66,130**  |
| **43-4031**  | **Court, Municipal, and License Clerks**  | **1.00%** | **1.29%** | **$16.99**  | **$18**  | **$37,040**  |
| **21-1099**  | **Community and Social Service Specialists, All Other**  | **0.90%** | **0.35%** | **$21.99**  | **$23**  | **$47,900**  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Have you read the Gainful Employment regulations posted at** [**http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html**](http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html) **and are you aware that failure to comply and failure to meet “gainfulness” could make your program ineligible for the Title IV financial aid on an annual basis? \_\_\_X\_\_ Yes \_\_\_\_\_ No**

**Have you reviewed the regulations for any further requirements in the application?**

**\_\_X\_\_\_ Yes \_\_\_\_\_ No Required Signatures**

**Additional names and signature lines may be added as necessary (e.g., center directors)**

**Requested by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
Faculty: Name Signature Date**

**Approvals:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
Department Chair: Name Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
College Dean: Name Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
Campus Committee Chair: Name Signature Date**

**Graduate School Dean or Vice Provost of Academic Affairs**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_
Campus Certificate Implementation Signature Date**

**Committee Chair : Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
Provost: Name Signature Date**

**To be completed by the Campus Certificate Implementation Committee:**

**CIP Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Career Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subplan Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meets all federal Gainful Employment Certificate Requirements?: Yes No**

**If no, what requirements are missing?**