**Certificate Program Screening Form**

Institutions should complete this form for any new certificate or diploma program to determine if prior HLC approval is required. Please fill in the following fields and answer the seven questions below.

**First Name:**

**Last Name:**

**Email Address:**

**CIP Code:** *CIP codes can be obtained from the Registrar’s Office or located at* [*https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55*](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55)

**Program/Certificate Name:**

**Number of Certificate Credit Hours:**

**Level of Certificate (undergrad, masters, doctoral, etc.):**

1. Are the courses in the certificate program credit-bearing? **“Yes” or “No”**
2. Is the certificate program a competency-based education (CBE) program? **“Yes” or “No”**
3. Is at least 50% of the requested certificate program made up of existing courses, or is the program a subset of an existing degree program? **“Yes” or “No”**
4. How will the certificate program be offered? Select all that apply.

On-ground instruction
Distance education
Correspondence education Please select where the certificate program will be offered

1. Has the institution outsourced a portion of the program to an entity not accredited by an agency recognized by the U.S. Department of Education? **“Yes” or “No”**