



Meaningful University-Recognized Credential Development

Things to Consider

Do Your Homework

- Find out what other TPSIDs are doing? Work with Think College
 - What types of certificates are being offered? For credit? For Audit?
 - Would something similar work for your IHE and TPSID?
- Are there current certificates or AA degrees offered at your institution or in your state that might be a good model to follow?
- What is the current need at your TPSID, IHE, in your state? Have TPSID students been requesting something? How can you help meet the need?
- Does your One Stop/Job Service have data regarding needed training and current occupation openings?
- What are the steps required to get approval for and implement a new certificate or degree program at your IHE?
 - Process and timelines
 - Who has to approve?
 - What is required at each stage?
- Why is a new certificate/degree option good for all students, including TPSID students?
 - Use real examples of how this will help current or would have helped previous TPSID students
 - Give examples of current non-TPSID students who would benefit
 - What need is being met?
 - Be ready to explain this to your IHE and advisory committee partners

Build & Maintain Your Team

- Find a university champion – VPAA, Dept. chair
- Strategically build a team to work on this ... consider a department chair, a specific faculty member, academic advisor, career counselor, disability services office?
- Develop a “Certificate Creation/Revision” committee, which includes the champion, meet regularly!!
 - Share examples of what other TPSIDs and IHEs are doing with the committee
 - Make sure they understand the why and the who (all students)
 - Assign tasks and deadlines
 - Keep notes and monitor progress
 - The TPSID staff/lead will need to actively keep this committee going and continue the momentum

Plan a Basic Structure

- Have the bones or certain courses or areas of study you feel are essential to be included? Which areas will you compromise on?
- How long do you typically have TPSID students attend your program? Will your program or study for a new certificate/degree follow this? Will it be attainable in a reasonable amount of time for a TPSID or other student?
- Keep flexibility in mind, rather than create multiple certificates make one that can be flexible to meet student interests and needs
- Understand the basics of certificate/degree development - # of credits, # of contact hours required
- Are generals required? What courses are nonnegotiable for the IHE?
- Are there any prerequisites to courses you are requiring?
- What about internship requirements? Job placement or job shadowing opportunities built in? Cooperative education?
- Do you want to cover several key areas that help to build student success, no matter the job?
 - Academics
 - Technology
 - Communication
 - Concentration area(s)
 - Wellness?
 - Work based Training
 - Resumes, job interviews
 - Job shadowing, internships
 - Other
 - College success (study skills, social life/school balance, campus resources)
 - Independent living (meeting your needs – transportation, banking, cooking, cleaning)
- Build or adjust the noncredit version after the for-credit version is approved that way you have the same basic structure, and both are running parallel to one another

Be Flexible

- Remember the people on your team are the experts and understand the process, they know what is needed to get this approved
- Remember you want this to be applicable to all students, don't get stuck on the small things
- Build in the flexibility you need that will be super useful for the TPSID students in particular

Authors: Amy Armstrong, Ann Beste-Guldborg, Tracey Olson