

All new and substantially changed Certificates of Achievement must include a narrative that addresses:

- **Program Goals and Objectives** – must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose. For the purposes of Chancellor’s Office submission and approval, programs may select one of three program goals: transfer, CTE, or local. Transfer is applied only to certificates for CSU GE-Breadth IGETC. CTE is limited to certificates in a vocational TOP Code. Local is used for all other certificates, but may include certificates designed to prepare students for transfer
- **Catalog Description** – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal
- **Program Requirements** – includes course requirements and sequencing that reflect program goals
- **Master Planning** – how it fits in the mission, curriculum, and master planning of the college and higher education in California
- **Enrollment and Completer Projections** – projection of number of students to earn certificate annually
- **Place of Program in Curriculum/Similar Programs** – how it fits in college’s existing program inventory
- **Similar Programs at Other Colleges in Service Area** – justification of need for program in the region

2) Career Technical Education Certificates–Additional Documentation

In addition to a narrative, all new and substantially changed CTE programs must include:

- **Labor Market Information and Analysis** – refer to the section VII for additional information
- **Advisory Committee Recommendation** – includes advisory committee membership, minutes and summary of recommendations
- **Regional Consortia Approval Meeting Minutes** – showing program recommendation

3) Local (non-CTE) Certificates–Additional Documentation

In addition to a narrative, all new and substantially changed local certificates may include:

- Programmatic articulation agreements
- ASSIST documentation verifying that a majority (51% or greater) of required courses in the program are articulated for the major (AAM) at