

# Local Certificate Requirements

The general education requirements for certificate programs are:

1. Certificates of 1 to 15 credits:  
Basic Skills Assessment may be required. Students will be advised to take developmental education courses (or such courses may be mandated by a program), as deemed appropriate, in order to provide basic skills in reading, studying, writing and verbal usage, and computation.
2. Certificates of 16 to 29 credits:  
Students whose assessment results indicate an insufficient level of proficiency will be required to complete MAT011 Mathematical Reasoning and Problem-solving or MAT025 Pre-Algebra and ENL025: Reading and Writing Essentials or ENL108: Critical Reading and Thinking (which can be taken either concurrently or prior to enrolling in ENL101). Credits earned in these courses will be in addition to the credits prescribed by the program. They are not entrance requirements but, rather, students must exhibit competency in these basic skills prior to receiving the certificate.
3. Certificates of 30 or more credits:  
These are Department of Higher Education-approved programs of at least one academic year's duration (approximately 30 credit hours or more). The certificates shall carry the signature of the Chairman of the Board of Trustees and the President of the College.

Satisfactory completion of b. (above). Programs will meet any additional Department of Higher Education requirements as they are established.

(Approved by College Meeting April 27, 2015)