

BOARD OF REGENTS
BRIEFING PAPER
Handbook Revision, Reporting Approved Certificates

BACKGROUND & POLICY CONTEXT OF ISSUE:

With the adoption of a new funding formula, performance pool, and Complete College America goals under which certificates will be included, protecting and ensuring the public perception of the validity of these awards is critical. Under established procedures, certificates of at least 30 credit hours and certificates of less than 30 credit hours that provide preparation necessary to take state, national and/or industry recognized certification or licensing examination (also known as “skills certificates” or “workforce certificates”) require approval the Academic Affairs Council, but not the Board of Regents (*Chapter 6, Section 13 of the Procedures and Guidelines Manual*). Continuation of this approval process for an expedited but thorough review of proposed certificates is necessary to provide institutions the flexibility to work quickly and efficiently in responding to workforce and business demands for new certificates.

While Board review of these certificates is not required, staff and the Academic Affairs Council recommend a change in Board policy to require that established certificates be reported to the Board’s Academic and Student Affairs Committee on an annual basis as part of the Committee’s review of new and existing programs. The lists of certificates of at least 30 credit hours and certificates of less than 30 credit hours approved to date are attached.

SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend *Title 4, Chapter 14, Section 5* of the *Handbook* to provide that on an annual basis, the Academic Affairs Council shall report to the Academic and Student Affairs Committee the following certificates that were established in the year prior to reporting: (1) Certificates of at least 30 credit hours; and (2) Certificates of less than 30 credit hours that provide preparation necessary to take state, national and/or industry recognized certification or licensing examinations.

IMPETUS (WHY NOW?):

This recommendation is brought forward at this time in response to inquiries by members of the Board of Regents regarding the approval process for certificates, as well as recent conversations with the Academic Affairs Council, the Chancellor, and Presidents regarding the importance of these certificates within the context of institutions meeting their goals under the performance pool, accountability metrics and Complete College America.

BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

Requiring annual reporting of approved certificates to the Academic and Student Affairs Committee will:

- Ensure a yearly opportunity for the Board to participate in discussions regarding certificates and provide feedback to the Academic Affairs Council;
- Protect the institutions’ flexibility in developing certificates, which is necessary to respond quickly and efficiently to workforce demands; and
- Ensure that the certificates that are counted for Complete College America, accountability metrics, and the NSHE Performance Pool have been appropriately reviewed by the Academic Affairs Council and the Board of Regents.

POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

None have been brought forward.

ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

Maintain the existing policy under which these certificates are approved by the Academic Affairs Council but not reported to the Board on a routine basis.

COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
- Amends Current Board Policy: *Title 4, Chapter 14, Section 5*
- Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
- Other: _____
- Fiscal Impact: Yes _____ No _____
- Explain: _____

POLICY PROPOSAL
TITLE 4, CHAPTER 14, SECTION 5
Review of Established Certificates

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 5. Review of New and Existing Academic Programs and Established Certificates

1. A review of existing academic programs shall be conducted by the universities, State College, and community colleges on at least a ten-year cycle to ensure academic quality, and to determine if need, student demand, and available resources support their continuation pursuant to the following.
 - a. The review of existing programs must include multiple criteria. Although criteria may vary slightly between campuses, as institutions have different missions and responsibilities, there should be comparable data from all programs. The review must include both quantitative and qualitative dimensions of program effectiveness, and peer review.
 - b. Criteria to be utilized in the review of existing programs shall include the following: quality, need/demand for the program, relation to the institutional mission, cost, relationship to other programs in the System, student outcomes, and quality and adequacy of resources such as library materials, equipment, space, and nonacademic services.
 - c. An annual report will be published by the institution on the results of existing program evaluations and a summary of that report will be forwarded to the Chancellor's Office and presented to the Academic and Student Affairs Committee annually.
2. New programs at the universities, State College, and community colleges shall be reviewed following the first, third and fifth year of the program's existence. The criteria for review shall be established by the Vice Chancellor of Academic and Student Affairs and must include a report comparing originally projected enrollments and expenses to actual first, third and fifth year figures.
3. *On an annual basis, the Academic Affairs Council shall report to the Academic and Student Affairs Committee the following certificates that were established in the year prior to reporting:*
 - a. *Certificates of at least 30 credit hours; and*
 - b. *Certificates of less than 30 credit hours that provide preparation necessary to take state, national and/or industry recognized certification or licensing examinations.*
- [3]4. Desert Research Institute - A five-year cycle will be used for the review of all DRI research programs. A report will be published on the results of program evaluation and a summary of that report will be forwarded to the Chancellor's Office and presented to the Academic and Student Affairs Committee. Additional reports or status reports on DRI research programs outside of the five-year cycle may be brought forward at any time at the discretion of the Institute.
- [4]5. In addition to the review process established in this section, the Board or a President may initiate additional program reviews as deemed necessary.

NSHE CERTIFICATE PROGRAMS – 30 CREDITS OR MORE

The following certificates were approved previously by the Academic Affairs Committee as required pursuant to Chapter 6, Section 13 of the *Procedures and Guidelines Manual*. These certificates of 30 credit hours or more are reported to IPEDS and are counted currently for the purposes of Accountability Metrics, the NSHE Performance Pool and the Complete College America goals. IPEDS is the data source for these purposes.

COLLEGE OF SOUTHERN NEVADA

Air Conditioning Technology
Architectural Design Technology - Architectural Drafting
Auto Maintenance and Light Repair
Automotive Technology - Diagnostic Specialist
Automotive Technology - Heavy-Line Specialist
Bookkeeping
Bricklayer
Business German
Business Management
CADD Technology
Carpenter
Casino Management
Cement Mason
Collision Repair
Computer Office Technology
Concierge Management
Construction Inspector
Construction Technology
Construction Technology - Building Trades
Criminal Justice
Criminal Justice - Law Enforcement Training Academy
Culinary Arts
Deaf Studies
Dental Assisting - Clinical
Diesel Heavy Equipment Maintenance Technician
Drywall Applicator
Early Childhood Education - Infant/Toddler Education
Early Childhood Education - Preschool Education
Electronic Engineering Technology - Electronic Crime Investigation
Engineering Technology - Electronics
Engineering Technology - Industrial
Engineering Technology - Power Utility
Engineering Technology - Slot Repair
Engineering Technology - Telecommunications
Engineering Technology - Theatre
Engineering Technology - Operations
Environmental and Construction - Certificate of Journeyman Status
Environmental and Construction
Environmental Safety and Health - Environmental Resource Technology
Environmental Safety and Health - Occupational Safety Management
Environmental Safety and Health - Safety Management
Environmental Safety and Health - Waste Water Treatment
Environmental Safety and Health - Water Treatment
Equipment Operator - Certificate of Journeyman Status

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COLLEGE OF SOUTHERN NEVADA (continued)

Equipment Operator
Fire Science Technology - Fire Fighting
Fire Science Technology - Fire Fighting
Floor Coverer
Food and Beverage Management
Glazier - Certificate of Journeyman Status
Glazier
Graphic Communications - Animation Design
Graphic Communications - Graphic Design
Graphic Communications - Multimedia Design
Graphic Communications - Web Design
Heat and Frost Insulator - Certificate of Journeyman Status
Heat and Frost Insulator
Heavy Duty Repair - Certificate of Journeyman Status
Heavy Duty Repair
Hotel Management
Inside Wireman - Certificate of Journeyman Status
Inside Wireman
Installer/Technician
Legal Support Specialist
Machinist - Certificate of Journeyman Status
Machinist
Medical Coding
Medical Laboratory Assistant
Medical Office Assisting
Medical Transcription
Mental Health Services
Millwright
Music Business & Technology
Oil Well Driller - Certificate of Journeyman Status
Oil Well Driller
Ornamental Horticulture
Ornamental Horticulture - Floral Design
Painter
Paralegal Studies
Paramedic Medicine
Pastry Arts
Pharmacy Technician
Photography - Commercial Photography
Photography - Videography and Film
Pile Driver
Piping Trades - Certificate of Journeyman Status
Piping Trades
Plasterer - Certificate of Journeyman Status

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COLLEGE OF SOUTHERN NEVADA (continued)

Plasterer
Practical Nursing
Real Estate
Reinforcing Ironworker - Certificate of Journeyman Status
Reinforcing Ironworker
Residential Wireman
Retail Management
Roofer and Waterproofing - Certificate of Journeyman Status
Roofer and Waterproofing
Scaffold Erector
Sheet Metal - Certificate of Journeyman Status
Sheet Metal
Sign Emphasis (Apprenticeship Studies)
Stationary Engineers - Certificate of Journeyman Status
Stationary Engineers
Structural Steel Ironworker - Certificate of Journeyman Status
Structural Steel Ironworker
Surgical Technology
Surveyor - Certificate of Journeyman Status
Surveyor
Teamsters
Tile Setters
Travel and Tourism
Veterinary Technology
Welding Technology - Entry Level Welder

GREAT BASIN COLLEGE

Accounting Technician
Business Administration
Computer Office Technology
Diesel Technology
Early Childhood Education
Electrical Systems Technology
Entrepreneurship
Human Services
Industrial Millwright Technology
Instrumentation Technology
Medical Coding and Billing
Medical Transcriptionist
Retail Management
Spanish Interpreter/Translator
Substance Abuse Counselor Training
Welding Technology

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TRUCKEE MEADOWS COMMUNITY COLLEGE

Administrative Professional
Automotive ASE Technician
Automotive General Service Technician
Baking and Pastry
Bookkeeping
Bricklayer Apprentice
Business
Carpenter Apprentice
Computer Numeric Controlled (CNC) Machining
Computer Technologies
Culinary Arts
Dental Assisting, Full-time/Part-time
Diesel General Service Technician
Drafting Technology
Electrician Apprentice
Entrepreneurship
Fire Science Technology
Geothermal Plant Operator
Graphic Communications
Health Sciences
Heating, Ventilation, Air Conditioning/Refrigeration
Ironworker Apprentice
Logistics
Logistics Technician
Medical Imaging for Re-Entry Radiographers
Music
Operating Engineer Apprentice
Painter/Decorator Apprentice
Paramedic
Pipefitter/Plumber Apprentice
Plasterers and Cement Masons Apprentice
Production Technician (formerly Industrial Systems Technology)
Refrigeration Apprentice
Sheetmetal Worker Apprentice
Theater
Typesetter Apprentice
Utility Apprentice
Web Design Fast-Track
Welding for Art
Welding Technology

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WESTERN NEVADA COLLEGE

American Sign Language
Automotive Mechanics
Bookkeeping
Business
Computer Technology, Network Tech
Computer Technology, System Administration
Criminal Justice, 911 Dispatch Communications
Criminal Justice, Law Enforcement
Customer Service
Early Childhood Education
Geographic Information Systems
Graphic Communications
Machine Tool Technology
Retail Management
Welding Technology

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NSHE CERTIFICATE PROGRAMS UNDER 30 CREDITS

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COLLEGE OF SOUTHERN NEVADA

Certificate Program	State or National Industry Credential, License or Exam
Bricklayer - Certificate of Journeyman Status	So Nevada Brick, Tile, Marble & Stone Local 13
Carpenter - Certificate of Journeyman Status	Southwest Regional Council of Carpenters
Cement Mason - Certificate of Journeyman Status	Operative Plasterers & Cement Masons Local 797
Certified Nursing Assistant	Nevada State Board of Nursing
Cisco Certified Network Associate (CCNA)	CISCO
CISCO Certified Network Professional	CISCO
Comp A+	Computer Technology Industry Association (CompTIA)
Comp Linux+	Computer Technology Industry Association (CompTIA)
Comp Network+	Computer Technology Industry Association (CompTIA)
Comp Project+	Computer Technology Industry Association (CompTIA)
Comp Security+	Computer Technology Industry Association (CompTIA)
Emergency Medical Technician Basic	National Registry of Emergency Medical Technicians (NREMT)
Emergency Medical Technician Intermediate	National Registry of Emergency Medical Technicians (NREMT)
Floor Coverer - Certificate of Journeyman Status	International Union of Painters & Allied Trades Local #1512, District 1
Home Aid Care Training	National Personal Care and Support Credential issued by Direct Care Alliance
Microsoft Office Specialist	Microsoft
Microsoft Certified IT Professional (MCITP)	Microsoft
Ophthalmic Technology - Contact Lens Tech	Nevada State Board of Dispensing Opticians
Ophthalmic Technology - Ophthalmic Dispensing	Nevada State Board of Dispensing Opticians
Optical Lab Tech	Nevada State Board of Dispensing Opticians
Painter - Certificate of Journeyman Status	International Union of Painters & Allied Trades Local #1512, District 15
Phlebotomy	American Society for Clinical Pathology and American Medical Technologists
Residential Wireman - Certificate of Journeyman Status	International Brotherhood of Electrical Workers Local Union 357
Teamsters - Certificate of Journeyman Status	Teamsters Local 631
Tile Setters - Certificate of Journeyman Status	So Nevada Brick, Tile, Marble & Stone Local 13

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GREAT BASIN COLLEGE

Certificate Program	State or National Industry Credential, License or Exam
Certified Nursing Assistant	Nevada State Board of Nursing
Comp A+ Hardware Certification	Computer Technology Industry Association (CompTIA) A+ Hardware Certification
Comp Security+	Computer Technology Industry Association (CompTIA) Security+ Certification
Comp Network+	Computer Technology Industry Association (CompTIA) Network+ Certification
Emergency Medical Technician Basic	National Registry of Emergency Medical Technicians (NREMT)
Emergency Medical Technician Advanced	National Registry of Emergency Medical Technicians (NREMT)
Fluid Power	Industrial Fluid Power Society
Medical Administrative Assistant	National Healthcareers Association
Medical Coding	American Health Information Management Association
Medical Transcription	American Association of Medical Transcriptionists
Microsoft - Network Specialist	Microsoft Certified Solutions Associate (MCSA) Certification: Windows Server
Microsoft - Office Technology	Microsoft Office Specialist (MOS) Certification
Mobile Air Conditioning	Mobile Air Conditioning Society
Real Estate Licensing	Nevada Real Estate Division (sales and broker licensing exams)
3G Welding	American Welding Society (AWS)
4G Welding	American Welding Society (AWS)
Pipewelding	American Welding Society (AWS)

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TRUCKEE MEADOWS COMMUNITY COLLEGE

Certificate Program	State or National Industry Credential, License or Exam
Automotive Service Excellence (ASE) certification	National Institute for Automotive Service Excellence exam
Certified Nursing Assistant	Nevada State Board of Nursing
Cisco certification	CISCO CCENT exam, Cisco CCNA Routing and Switching exam Cisco CCNA Security exam
Clinical Medical Assistant	National Health Career Association (NHA) certified Clinical Medical Assistant (CCMA)
Comp A+ Certification	Computer Technology Industry Association (CompTIA) A+ certification exam
Comp Security+ Certification	Computer Technology Industry Association (CompTIA) Security+ certification exam
Comp Network+ Certification	Computer Technology Industry Association (CompTIA) Network+ certification exam
EKG Technician	American Society of Phlebotomy Technician (ASPT) Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams
Emergency Medical Technician	National Registry of Emergency Medical Technicians (NREMT)
Emergency Medical Technician Advanced	National Registry of Emergency Medical Technicians (NREMT)
Emergency Medical Technician Instructor Training	National Registry of Emergency Medical Technicians (NREMT)
EPA Lead Dust Sampling Technician	US Environmental Protection Agency
EPA Renovation Repair and Painting - Spanish Language	US Environmental Protection Agency
EPA Renovation, Repair and Painting	US Environmental Protection Agency
Home Healthcare Aide	National Association for Home Care and Hospice (NAHC) Home Care Aide Certification examination through the NAHC'S Homecare University Program.
Law Enforcement Academy	Police Officers Standards Training
Machining Level 1 - CNC Milling: Operations	National Institute for Metalworking Skills (NIMS)
Machining Level 1 - CNC Turning: Operations	National Institute for Metalworking Skills (NIMS)
Machining Level 1 - CNC Turning: Programming Setup & Operations	National Institute for Metalworking Skills (NIMS)
Machining Level 1 - Job Planning, Benchwork & Layout	National Institute for Metalworking Skills (NIMS)

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TRUCKEE MEADOWS COMMUNITY COLLEGE

(continued)

Certificate Program	State or National Industry Credential, License or Exam
Machining Level 1 - Manual Milling Skills I	National Institute for Metalworking Skills (NIMS)
Machining Level 1 - Measurement, Materials and Safety	National Institute for Metalworking Skills (NIMS)
Machining Level 1 - Turning Operations: Turning Between Centers	National Institute for Metalworking Skills (NIMS)
Machining Level 1 - Turning Operations: Turning Chucking Skills	National Institute for Metalworking Skills (NIMS)
Medical Billing and Coding	National Medical Coding Certification exam.
MOS Word Certification Preparation	Microsoft Office Specialist (MOS) Certification -Entry Level exam
MOS Excel Certification Preparation	Microsoft Office Specialist (MOS) Certification-Entry Level exam
MOS Access Certification Preparation	Microsoft Office Specialist (MOS) Certification-Entry Level exam
MOS PowerPoint Certification Preparation	Microsoft Office Specialist (MOS) Certification-Entry Level exam
Phlebotomy	American Society for Clinical Pathology
Pharmacy Technician	Pharmacy Technician Certification Boards (PTCB) Exam
Property Management	Nevada Property Management Program
Real Estate Salesperson	Nevada Real Estate Division
Solar Energy Technician	North American Board of Certified Energy Practitioners
Spanish English Court Interpreting	State of Nevada and Federal Exams
Spanish English Translation Certificate	State of Nevada and Federal Exams
Welding	American Welding Society (AWS) code exams.
Wind Energy Technician	North American Board of Certified Energy Practitioners

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WESTERN NEVADA COLLEGE

Certificate Program	State or National Industry Credential, License or Exam
Automotive Service Excellence (ASE)	National Institute for Automotive Service Excellence exam
Certified Bookkeeper pathway	American Institute of Professional Bookkeepers (AIPB)
Certified Nursing Assistant	Nevada State Board of Nursing
Certified Inspector of Structures - Residential	Nevada Inspector of Structures Licensing exam
Certified SolidWorks Associate (3D drafting application)	Dassault Systems SolidWorks certification
Cisco Networking Academy Program pathways – CCNA and CCNP industry certifications	CISCO Academy Support and Networking certifications and exams -- Cisco Certified Network Specialist
Comp TIA Security + Certificate	Computer Technology Industry Association (CompTIA) Security+ certification exam
Deaf Studies Interpreting	Educational Interpreter Performance Assessment or the National Interpreter Certification Exam
Emergency Medical Technician - Basic	National Registry of Emergency Medical Technicians (NREMT) examination certification for EMT-Basic
Guest Service Gold - Certified Guest Service Professional	American Hotel and Lodging Association credential
Laboratory Technician - Phlebotomy	Eligible to take National Certification exam and meets Nevada state licensing requirements (American Society for Clinical Pathology)
Microsoft Certified IT Professional (MCITP)	Microsoft Certified IT Professional (MCITP)
Microsoft Certified Technology Specialist (MCTS)	Microsoft Certified Technology Specialist certification exam (MCTS)
Machine Tool Technology -- Level 1 Chucking certification	National Institute for Metalworking Skills (NIMS) certification
Machine Tool Technology -- Level 1 Surface Grinding certification	National Institute for Metalworking Skills (NIMS) certification
Machine Tool Technology -- Level 1 Milling Machine certification	National Institute for Metalworking Skills (NIMS) certification
Machine Tool Technology -- CNC Operating Center certification	National Institute for Metalworking Skills (NIMS) certification
Machine Tool Technology -- CNC Turning Center certification	National Institute for Metalworking Skills (NIMS) certification

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WESTERN NEVADA COLLEGE
(continued)

Certificate Program	State or National Industry Credential, License or Exam
Machine Tool Technology -- Level 3 Measurement, Materials and Safety	National Institute for Metalworking Skills (NIMS) certification
Real Estate Salesperson	Nevada Real Estate Division
START (Skills, Tasks, and Results Training) Certificate of Completion (Front Desk, Room Attendant, Security, etc.)	American Hotel and Lodging Association credential
TRAC (Train, Tretain, Assess, Certify) Certified Attendant (Guestroom, Front Desk)	American Hotel and Lodging Association credential
Welding	American Welding Society (AWS) code exams.