**Institution:** Choose an item.

**Proposed Certificate Title (e.g. Psychology):**

**Certificate Level:** Choose an item.

**Proposed** [**Classification of Instructional Programs (CIP) Code**](http://www.txhighereddata.org/Interactive/CIP/)**:**

**CIP Code Name:**

**Required Semester Credit Hours:**

**Effective Date:** 6/4/2024

**Administrative Unit (College/Department):**

**Modality - Identify all modalities in which a student will be able to fully complete the program:**

In-person (less than 50% online)

Hybrid/blended (50-99% online)

100% online

Note: Refer to the approved [distance education definitions](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)

If in-person or hybrid/blended delivery, will more than 50% of the program's instruction take place at an off-campus location?

Yes  No

If yes,

Name of off-campus location:

Address of off-campus location:

Are students earning this certificate required to be enrolled in a degree-seeking program to earn the certificate?

Yes  No

If yes, specify the degree program name:

**Proposal Contact (name, title, email, phone):**

**Certification of Accuracy**

I certify that all information provided in this form is true, accurate and complete.

**Certification of Compliance**

I certify that all criteria have been met in accordance with [Texas Administrative Code (TAC), Title 19, Chapter 2](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=1&ch=2), for notification of this new certificate.

**Certification for Distance Education**

I certify that any certificate submitted for approval with distance education components is in compliance with the [Principles of Good Practice for Distance Education](https://reportcenter.highered.texas.gov/agency-publication/miscellaneous/principles-of-good-practice-approved-oct-2023/) and that the institution has an approved Institutional Plan for Distance Education (for questions about IPDE’s please contact [Digitallearning@highered.texas.gov](mailto:Digitallearning@highered.texas.gov)).

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Provost/Chief Academic Officer Date