**Template for Submitting a Revision to a Certificate Program to the U.S. Department of Education**

**Answer the following questions and then highlight the information that is to be revised:**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| What is the name of the program? |  |
| What is the program’s CIP code? |  |
| When will the program first be provided?  (Date + Semester) |  |
| How many weeks in duration is the program?  (Look at how the classes are scheduled to determine the weeks.) |  |
| How many clock hours is the program? |  |
| How many credit hours is the program? |  |
| Is the program offered by semester, trimester, quarter, or clock hours? |  |
| Is each course within the program acceptable for full credit towards an associate degree?  (If so, list the associate degree program.) |  |