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

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| **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.) |  |
| What BCC locations will the program be offered? (Please include complete physical address of location, including the county.) |  |