
New Certificate Program

Financial Aid Eligibility - 34 CFR §600 – New Certificate Programs

In order for a program to be eligible for Federal Financial Aid (Title IV) an educational program must lead to a degree (associate, bachelor's, graduate or professional) or prepare students for gainful employment in a recognized occupation. All non-degree educational programs offered by public and non-profit institutions are considered "gainful employment" programs for the purpose of financial aid. Gainful employment programs at a two-year public institution include **all certificate programs**.

Approval Requirements

An institution is required to notify the U.S. Dept. of Education (DOE) through the participation agreement (PPA) process when it intends to offer a new certificate program. The notification must include the date classes will start for that program and approval from the accrediting body of the institution. For NECC, this is the program approval from the State Department of Education and/or NEASC.

Please provide the following information regarding the new proposed certificate program:

Program Name: _____ **Anticipated Start Date:** _____

Description of how the College determined the need for the program. Describe what need this program will address and how NECC became aware of that need. Is the program offered in connection with, or in response to, an initiative by a governmental entity?

Description of how the program was designed to meet local market needs, or for an online program, regional or national market needs.

1. Indicate if Bureau of Labor Statistics (BLS) data, State labor data systems information, or if State, regional or local workforce agencies were consulted.
2. How were the following decided?
 - a. course content
 - b. program length
 - c. academic level
 - d. admission requirements
 - e. prerequisites
3. Include information/input from potential employers regarding course content.
4. Include information/demographics about the target student population.
5. What businesses will potentially employ graduates of this program?

Description of wage analysis that may have been performed. Include any consideration of the Bureau of Labor Statistics wage data related to the new program.

Description of how the program was reviewed or approved by, or developed in conjunction with: business advisory committees, program integrity boards, public or private oversight or regulatory agencies, and businesses that would likely employ graduates of the program.

NOTE: An institution may offer a new certificate program prior to approval from the Federal Department of Education. However, students enrolled in the program cannot receive financial aid until notification of Title IV approval has been received.