



February 25, 2015

Dr. Steve Neal
Assistant Dean for Academic Affairs
100E Agricultural Administration Building
2120 Fyffe Rd
Columbus, OH 43210

Dear Dr. Neal,

Enclosed please find the proposed Ohio State ATI Certificate of Competency (corresponding to the OBR One Year Technical Certificate) guideline, submitted for consideration by the FAES Academic Affairs Committee. The modifications of the current Certificate of Competency guideline respond to the Ohio Board of Regents revised requirements for the One Year Technical Certificate, and result in compliance with the new Ohio Board of Regents guidelines as indicated in the revised OBR *Guidelines and Procedures for Academic Program Review* document. Although this document is still listed as a draft, we are proceeding with the proposed curricular changes based on consultation with the FAES college office and the Office of Academic Affairs.

The proposed guideline document was developed and approved by the Academic Affairs Committee of Ohio State ATI and was shared with faculty prior to the faculty meeting on February 20, 2015, where it was unanimously approved.

Enclosed please find the following documents:

- The current Certificate of Competency guideline document
- The current Certificate of Competency guideline document with marked changes
- The proposed Certificate of Competency guideline document
- OBR Guidelines and Procedures for Academic Program Review, draft 4 (02-04-15); see Appendix B: Terminology and Requirements Related to Post-Secondary Degrees, Certificates and Educator Preparation Programs, p. 58, which describes the requirements that are being addressed by the proposed templates.

Please let me know if there are questions or additional information or documentation is required to accompany this submission. We look forward to hearing from the FAES Academic Affairs Committee regarding next steps in the approval process.

Sincerely,

Jeanne M. Osborne
Assistant Director, Academic Affairs
Ohio State ATI

**The Ohio State University
Agricultural Technical Institute**

CERTIFICATE OF COMPETENCY

The Certificate of Competency is an award to recognize the attainment of a specified level of proficiency in an occupational area. This certificate is awarded to students who meet a prescribed curriculum consisting of a minimum of 30 credit hours, generally considered the first year of an approved degree program. The program must include 18 but not more than 22 credit hours of technical courses and must include one course in each of the following areas: communications, mathematics, basic or applied science, and social science. To successfully earn this certificate, the student must achieve a 2.0 grade point average in the required courses of the program.

Each program offering a Certificate of Competency is approved by the Ohio Board of Regents prescribed program approval process. Requirements for this award are monitored through the same procedures as applied for degree programs. This certificate is issued by the University.

**The Ohio State University
Agricultural Technical Institute**

CERTIFICATE OF COMPETENCY

The Certificate of Competency ~~is an award to~~ recognizes the attainment of a specified level of proficiency in an occupational area. This certificate is awarded to students who meet a prescribed curriculum consisting of a minimum of 30 and a maximum of 36 credit hours, with the majority of the course work completed in a technical area. ~~While this certificate is designed to have value apart from a degree, it should also serve as a building block to an associate degree. generally considered the first year of an approved degree program.~~ Non-technical courses, deemed necessary for a specific area of study, should be included in the Certificate program. ~~The program should include 18 but not more than 22 credit hours of technical courses and must include one course in each of the following areas: communications, mathematics/statistics, basic or applied science, and social sciences.~~ To successfully earn this certificate, the student must achieve a 2.0 grade point average in the required courses of the program.

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CERTIFICATE OF COMPETENCY

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