**Non-credit Professional Certificate:**A non-credit professional certificatedoes not offer college credit for completion. Itis a form of recognition awarded by NKU for a single stand-alone course or a series of courses. A professional *certificate of completion* will be issued if an instructor only wishes to show that a learner has taken a course or series of courses. A *certificate of competency* shows that learners have reached a certain capability as assessed through articulated student learning objectives.

**Thenon-credit professional certificate criteria are as follows*:***

1. Course(s) must be non-credit.
2. The certificate is to be proposed by academic units within NKU.
3. The certificate is a minimum of fifteen (15) working hours of instruction up to a maximum of 150 instruction hours, non-credit hours. Exceptions to the minimum number of hours will be allowed on a case-by-case basis with appropriate justification.
4. The number of instruction hours may vary for a single stand-alone course or a single course or series of courses within the 150-hour limitation.
5. A certificate of completion will be issued for attendance >90%.
6. A certificate of competency will be issued for a course or series of courses in which student learning outcomes are articulated and assessed.
7. Certificates of competency, complemented with work experience that totals more than 120 working hours, may be considered for credit equivalencies by request on a case-by-case basis.
8. NKU or a third party can develop the course(s).
9. The Vice Provost for Graduate Education, Research, and Outreach validates standards professional certificate applications submitted by the academic units.