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.)	