

**Certificate/ Program Approval Template
Non-Credit Certificates**

This template is to be used for proposals calling for the establishment of new Faculty of Medicine & Dentistry non-credit certificate courses. Non-credit certificate courses are offered and administered largely by the Faculty or a Department and are most frequently in the setting of continuous professional development. From time to time, a Department or Program may wish to establish a non-credit certificate course for undergraduate or graduate students.

Governance: Following review by the Department Chair, the initial submission is reviewed by the Associate Dean, Office of Lifelong Learning (L3). The Office of Lifelong Learning submits the application to the Office of the Provost and Vice-President (Academic) to ensure compliance from governance and government perspective. Following internal approval by the Deans Executive Committee (DEC) the proposal is presented by the program lead and an FoMD authority to the GFC-ASC Subcommittee on Standards (SOS) and to GFC-ASC for final approval.

Departments are asked to provide on an annual basis, a list of updated program changes to the Office of Lifelong Learning, FoMD by July 1 of each year.

Template A: Ongoing Certificate/ Program

Section A: Basics		
Certificate Name		
Sponsoring Department/ Academic Unit		
Contact information	Name and Title	
	Phone	
	Email	
Program Synopsis Provide a brief description of the non-credit certificate.		
Length of Program Number of classes/sessions/ weeks/months		
Total hours of Program		
Potential Student Enrolment Numbers		
Educational Goals/Objectives In broad terms list the desired outcomes for students to be awarded the certificate		
Section B: Rationale, Implications and Impacts for the University		
Rationale for Introduction of Certificate Outline the rationale for the proposed non-credit certificate.		

<p>Evidence of Support for the Program from employers, professional associations, regulatory bodies or others in the profession/speciality.</p>	
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<p>Resource Implications Identify the resource implications at the university level of the proposed embedded credit certificate such as the library, student services and facility use.</p>	
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Section C: Rationale, Implications and Impacts for the Faculty

<p>Faculty Alignment Identify how the Program Aligns with the Faculty’s Strategic Plan.</p>	
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<p>Revenue Generation Identify revenue generation streams, outlining total revenue over 5 years.</p>	
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<p>Resource Implications Identify faculty resources required to support the Program such as</p> <ul style="list-style-type: none"> • MedIT • Faculty HR • Academic Technologies • Faculty Development • Communications 	
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<p>Contribution of the Host Department Outline any in-kind contributions that the Department is contributing towards the Program. Identify the resource implications of the proposed embedded credit certificate. Identify if resources are being re-allocated to or from other areas, and outline the implications of this re-allocation such as administrative support, student registration, fees, scheduling, completion tracking, CME, CPE credit application.</p>	
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Appendix A: Curriculum and Program Structure
Provide a framework for the Program’s curriculum

<ul style="list-style-type: none"> • List units of instruction such as course/ module, etc • Hours of instruction per unit 	
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<ul style="list-style-type: none"> • Outcomes to be achieved in each unit. • Methodology • Learner Assessment Methods (formative /summative) 	
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Appendix B: Program/Certificate Evaluation
 Provide metrics for the determination of success of the of the Program

<ul style="list-style-type: none"> • Program Evaluation Methods (formative focusing on quality improvement and/or summative focusing on program products, results or impact) Example methods: rating scales, surveys, interviews, focus groups 	
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Appendix C: Qualifications of Faculty
 Provide list of faculty who will be teaching or associated in another capacity and their credentials.

Faculty Member	Credentials

Appendix C: Additional Information
 Include any additional information in support of the proposal including any Calendar content, the Library Impact Statement and letters of support. Outlines any synergies between academic units and/ cross impacts that will be of interest.

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Application Submitted by:

Date:

Approval Routing:

Department:
Chair:
Signature: _____
Date:

Office of Lifelong Learning
Chair: Associate Dean, FoMD
Signature: _____
Date:

Faculty Learning Committee (FLC). For information and feedback only.
Chair: Vice-Dean, Education
Signature: _____
Date:

Dean's Executive Committee (DEC)
Chair: Dean, FoMD
Approved: _____
Date:

Faculty Council (FC)
Chair: Dean, FoMD
Approved: _____
Date:

Approval Process

