

University of Calgary Non-Credit Professional and Continuing Education Credentials Framework

Credential / Nomenclature	Certificate of Attendance (Examples: Workshop, seminar, evening course, lecture, presentation)	Certificate of Recognition/Completion/Participation (Examples: Class, course, short program series)	Micro-credential
Credential Type	Faculty / Unit Credential	Faculty / Unit Credential	Faculty / Unit Credential. Micro-credentials are reported to APPC annually.
Delivery	Educational Unit or Faculty	Educational Unit or Faculty	Educational Unit or Faculty
Hours*	Variable, typically 1/2 day or more	Typically up to 99 hours	Typically 12 to 99 hours
Assessment	No	Typical and encouraged	Yes**
Length of Program	Variable, typically 1 day or less	Variable - targeted to part-time studies	Variable
Approval Process	Faculty / Unit	Faculty Council / Unit	Faculty Council / Unit
Review Process	Reviewed on regular cycle in Faculty / Unit	Reviewed on regular cycle in Faculty / Unit	Reviewed on regular cycle in Faculty / Unit
Typical Entrance	Variable (often none)	Variable	Variable (often none)
Admission Process	Application/admission/registration support through the Delivery Unit*/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system	Application/admission/registration support through the Delivery Unit*/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system	Micro-credential application/ admission/registration support through the Delivery Unit***/Faculty OR through Continuing Education Shared Service utilizing the university's non-credit registration system. If credit courses are taken as part of a micro-credential, the record will be managed through the Office of the Registrar.
Tuition	Variable (May be none)	Variable	Variable
Ladder/Transfer	May ladder into other professional learning programs. Does not ladder into credit programs.	Non-credit courses and credentials may ladder into other non-credit professional learning programs	Micro-credentials may include credit and/or non-credit courses, or a combination of both. Non-credit courses and credentials may ladder into other non-credit professional learning programs.
Transcripts/Student Record	Non-credit transcript is available. Does not appear on credit transcripts A student record is kept in the university's non-credit registration system. Attendance and, if appropriate, Continuing Professional Education Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system. Attendance, and, if appropriate, grades and Continuing Professional Educational Units (CPEU's) are recorded.	Non-credit transcript is available. Micro-credentials do not appear on credit transcripts, however credit courses taken as part of a micro-credential do appear on a credit transcript at the course level. A student record is kept in the university's non-credit registration system. Grades and Continuing Professional Educational Units (CPEU's) are recorded.
Recognition	In collaboration with the Non-credit Assistant Registrar, Delivery Unit***/ Faculty uses a standard University of Calgary template to create a certificate if one is awarded	In collaboration with the Non-credit Assistant Registrar, Delivery Unit***/ Faculty uses a standard University of Calgary template to create a certificate if one is awarded	Digital Recognition is issued through non-credit registration services in Continuing Education
Convocation	Does not participate in convocation. Some programs may offer a learning recognition ceremony	Does not participate in convocation. Some programs may offer a learning recognition ceremony	Does not participate in convocation. Some programs may offer a learning recognition ceremony.

* Hours may be provided as equivalent instructional hours

** If Micro-credential courses are used for credit, the credit grading scheme will be used

*** Delivery Unit refers to any unit teaching the non-credit program



University of Calgary Non-Credit Professional and Continuing Education Credentials Framework

Credential / Nomenclature	Professional Certificate (Other names: Non-credit/Continuing Education/Professional Development Certificate)	Professional Diploma (Other names: Non-credit/Continuing Education/Professional Development Diploma)	Professional Executive Certificate (Other names: Non-credit/Continuing Education/Professional Development Executive Certificate)	Professional Executive Diploma (Other names: Non-credit/Continuing Education/Professional Development Executive Diploma)
Credential Type	Institutional Credential	Institutional Credential	Institutional Credential	Institutional Credential
Delivery	Educational Unit or Faculty	Educational Unit or Faculty	Must be offered in conjunction with a Faculty	Must be offered in conjunction with a Faculty
Hours*	Typically 100-250 hours, not less than 100 hours	Typically 250+ hours	Typically 100-250 hours, not less than 100 hours	Typically 250+ hours
Assessment	Yes	Yes	Yes	Yes
Length of Program	Variable - targeted to part-time studies, typically 9 months - 2 years part-time	Variable - targeted to part-time studies, typically 2 - 3 years part-time	Variable - targeted to part-time studies, typically 9 months - 2 years part-time	Variable - targeted to part-time studies, typically 2 - 3 years part-time
Approval Process	Faculty Council / Unit or delegated authority; and General Faculties Council Approval Process	Faculty Council/Unit or delegated authority; and General Faculties Council Approval Process	Faculty Council and General Faculties Council Approval Process	Faculty Council and General Faculties Council Approval Process
Review Process	Reviewed on regular cycle in Delivery Unit***/Faculty	Reviewed on regular cycle in Unit/Faculty	Reviewed on regular cycle in Faculty	Reviewed on regular cycle in Faculty
Typical Entrance	Variable (prerequisites may be required)	Variable (prerequisites typically required)	Typically an undergraduate degree or equivalent is required for entry	Typically an undergraduate degree or equivalent is required for entry
Admission Process	Application/admission/registration support through the Delivery Unit***/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system	Application/admission/registration support through the Delivery Unit***/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system	Application/admission/registration support through the Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system	Application/admission/registration support through the Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system
Tuition	Tuition is established when the program is approved and may be adjusted by the Delivery Unit***/Faculty. Non-credit programming is cost recovery and may be revenue generating	Tuition is established when the program is approved and may be adjusted by the Delivery Unit***/Faculty. Non-credit programming is cost recovery and may be revenue generating	Tuition is established when the program is approved and may be adjusted by the Faculty. Non-credit programming is cost recovery and may be revenue generating	Tuition is established when the program is approved and may be adjusted by the Faculty. Non-credit programming is cost recovery and may be revenue generating
Ladder/Transfer	Non-credit courses and credentials may ladder into non-credit professional learning programs	Non-credit courses and credentials may ladder into non-credit professional learning programs	Non-credit courses and credentials may ladder into non-credit professional learning programs.	Non-credit courses and credentials may ladder into non-credit professional learning programs.
Transcripts/Student Record	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system. Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system. Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system. Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system. Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.
Recognition	Parchment is issued through non-credit registration services in Continuing Education	Parchment is issued through non-credit registration services in Continuing Education	Parchment is issued through non-credit registration services in Continuing Education	Parchment is issued through non-credit registration services in Continuing Education
Convocation	Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit***, Continuing Education or Faculty.	Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit***, Continuing Education or Faculty.	Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit***, Continuing Education or Faculty.	Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit*, Continuing Education or Faculty.

* Hours may be provided as equivalent instructional hours
 ** If Micro-credential courses are used for credit, the credit grading scheme will be used
 *** Delivery Unit refers to any unit teaching the non-credit program