

# Comprehensive Certificate Requirements

## ONE-YEAR (45-60 CREDITS) CERTIFICATE REQUIREMENTS

1. At least 12 credits must be earned at OCC, 9 of which must apply to the certificate requirements.
2. The final 9 credits that apply to the certificate must be earned at OCC; the department may waive this requirement if the student can demonstrate currency in the field.
3. A maximum of 12 credits of "P" (Pass) grades will apply to most One-Year Certificates. Certain CTE programs have exceptions to this requirement as stated in the requirements for the specific One- Year Certificate.
4. A maximum of 12 credits of Cooperative Education courses may be applied to a One-Year Certificate.

## LESS-THAN-ONE-YEAR (12-44 CREDITS) CERTIFICATE REQUIREMENTS

1. At least 6 credits must be earned at OCC, all of which must apply to the certificate requirements.
2. The final 6 credits that apply to the certificate must be earned at OCC; the department chair may waive this requirement if the student can demonstrate currency in the field.
3. A maximum of 8 credits of "P" (Pass) grades will apply to most Less-than-One-Year Certificates. Certain CTE programs have exceptions to this requirement as stated in the requirements for the specific Less-than-One-Year Certificate.
4. A Career Pathway Certificate is a specific type of Less-than-One-Year Certificate, consisting of courses that are wholly contained within an AAS degree, or a One-Year Certificate to which the Career Pathway Certificate is linked. All requirements for the Less-Than-One-Year Certificate apply to Career Pathway Certificates.