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## Certification

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Policy Number:	1312
Key Process Area:	Academic Planning & Evaluation
Owner:	VP AR
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### POLICY STATEMENT

New Brunswick Community College (NBCC) recognizes the success of its students by issuing official Certification documents. Official recognition of successful completion of a program of studies is in the form of a certificate, a certificate of achievement, a certificate of participation, a graduate certificate, a diploma, a diploma of advanced studies, a post-graduate diploma or a microcredential.

### PURPOSE

The purpose of this policy is to ensure students at NBCC have met Certification requirements prior to graduation that are aligned with NBCC's Qualifications Framework, where applicable.

### SCOPE AND LIMITATIONS

This policy applies to all NBCC students. NBCC is in the process of transitioning to a new Credit System Model with resulting modifications to the required number of credits for Certification. Until all programs have transitioned to the new model in 2024, two Credit Systems (System A and System B) will coexist along with two Certification Systems (System A and System B). The credit model is 45 hours per credit for System A and 15 hours per credit for System B. Where applicable, definitions will include both systems.

### 1.0 DEFINITIONS

#### Certificate

-a certificate issued to a student who has successfully completed a training program, has satisfied the requirements of the prescribed program profile, has accumulated the minimum and not exceeded the maximum number of credits as specified by the Credit System in place during the training. (*See Guideline*)

Credits	System A	System B
<i>Minimum</i>	10	30
<i>Maximum</i>	44	79

#### Certificate of Achievement

-a certificate issued to a student upon successful completion of a training session in a specific field, which includes a formal evaluation, but which does not lead to a diploma or certificate.

#### Certificate of Participation

-a certificate issued to a student for participation in at least 70 percent of the established duration of a program of studies or a training session and which does not include a formal evaluation.

#### College-Approved Certification

- NBCC delivers programs of study and courses through Professional and Part-Time Learning, which when successfully completed, result in certification granted to students. Certifications awarded are

limited to those outlined within this policy. Programs eligible for college-approved certification undergo a defined process to validate quality standards and alignment with NBCC’s criteria for program delivery and are consistent with the direction and priorities outlined within NBCC’s institutional values and educational practices. These programs satisfy the requirements of a prescribed program profile containing a group of evaluated courses that meet the range of minimum and maximum credits through equivalent training hours. Fully developed programs (including 3rd party curriculum and delivery) considered for college-approved certification are validated by the School Dean and approved by the VP Academic and Research.

**Credit**

- a unit of measure that indicates the total learning time allocated to address the course competencies, regardless of delivery mode.

**Digital Badge**

-a validated digital icon that is provided to a specific user when they are awarded a microcredential. It can be shared openly on digital platforms and acts as a digital transcript.

**Diploma**

-presented to a student who has successfully completed a training program has satisfied the requirements of a prescribed program profile and has accumulated the minimum and not exceeded the maximum number of credits as specified by the Credit System in place during the training. *(See Guideline)*

Credits	System A	System B
<i>Minimum</i>	45	80
<i>Maximum</i>	Not Applicable	Not Applicable

**Diploma of Advanced Studies**

-a training program for those already possessing a diploma or degree, which because of its content requires more in-depth studies and leads to the attainment of advanced skills, within the same occupational area. NBCC recognizes successful completion of this type of program by issuing a diploma of advanced studies. Credit System B has the requirement of a minimum of 80 credits. *(See Guideline)*

Credits	System A	System B
<i>Minimum</i>	45	80
<i>Maximum</i>	Not Applicable	Not Applicable

**Graduate Certificate**

- requires that the student has previously completed a Bachelor’s Degree or a Diploma. It is recommended for students wishing to enhance their professional skills as it concentrates on a more practical application to enter the labour market. Credit System B has the requirement of a minimum of 30 credits, not exceeding 79 credits. *(See Guideline)*

Credits	System A	System B
<i>Minimum</i>	10	30
<i>Maximum</i>	44	79

**Post-Graduate Diploma**

- requires that the student has previously completed a Bachelor's Degree or a Diploma. It is recommended for students wishing to enhance their professional skills as it concentrates on a more practical application to enter the labour market. Credit System B has the requirement of a minimum of 80 credits. (See Guideline)

Credits	System A	System B
Minimum	45	80
Maximum	Not Applicable	Not Applicable

**Microcredential**

-a Certification of assessed competencies that is additional, alternate, complementary to, or a component of a formal qualification.

**Residency Requirement**

-requires a student to obtain a minimum of 25 percent of their program credits from NBCC to receive an NBCC Certificate or Diploma.

**Timely Completion**

-a student has a maximum of seven years to complete a diploma program, and four years to complete a certificate program; from the date of commencement of the first course until the completion of the last requirement of the credential.

**2.0 IMPLEMENTATION****2.1 Certification**

- 2.1.1** The Registrar's Office ensures that the student meets all requirements of the Curriculum Standard and that final marks are entered on the transcript of marks in the student record.
- 2.1.2** A student may be declined permission to receive their certification if they have:
- not met the academic requirements of the Curriculum Standard
  - outstanding accounts owing to NBCC
  - not returned equipment or materials on loan
  - not met Timely Completion requirements (see definition above)
  - not met Residency Requirements (see definition above)
- 2.1.3** The Registrar's Office approves the list of students for Certification.
- 2.1.4** The Registrar's Office issues official parchments upon successful completion of the program of study.
- 2.1.5** The Registrar's office releases official parchments upon successful completion of all requirements for the program of study.

### Copies and Replacements

- One copy of the official certificate is issued to the student. A diploma or certificate may be reissued in case of loss following submission of a Document Request - Office of the Registrar form.
- Graduates wishing to have a name changed on a NBCC Certification must submit a Document Request - Office of the Registrar form.

## 2.2 Awards Granted

Awards will be granted as outlined in the Academic Recognition policy (1110).

## 3.0 OTHER RELATED DOCUMENTS

Academic Recognition (1110)

Application for a Name Change on NBCC Student Records (1312.4549)

Adult Education and Training Act

Container Model Standard

Course Delivery and Evaluation of Learning (1109)

Credit System (1213)

Document Request - Office of the Registrar (1312.5058)

Guideline for Credit System Models (1312.2231)

Recognition of Prior Learning (RPL) (1310)

Student Standing (1113)