

CPL COURSE OR CERTIFICATION CREDIT PROPOSAL

Directions on Form Completion

Faculty or staff recommending consideration of new CPL credit opportunities at VWCC should consult with the supervising Dean/VP before undertaking any new course or certification approvals. Once approval is given the following steps should be taken.

- Complete the **CPL Course or Certification Credit Proposal form** (by the faculty/staff member mapping the certification).
- Attach **support documentation** (course syllabus, course description and outcomes (for both credit and non-credit when applicable) to the form.
- Dean reviews and approves the request. **Electronic signature and date** at the end of the form is required.
- The Program Head/faculty member/course coordinator sends the **course or certification proposal form and documentation** to the CPL Coordinator for review.
- CPL Coordinator will review the form and create an **auto certification form** for the proposed certification when needed.
- CPL Coordinator will forward the forms and documentation to the **Chair of the Curriculum Committee** for review and to be placed on the agenda. The curriculum chair will send a meeting invitation to the CPL Coordinator, program head/faculty and the Course Coordinator for the presentation.
- For course proposals (non-credit to credit) the **CC must vote and approve** for the credit to be awarded. For certifications only, the presentation to CC will be an **informational presentation only**. No vote is required.
- Once approved, the form will be **submitted for all required signatures**. Each person will sign, date and forward to the next person listed.
- Completed form with signatures and dates will be sent back to the CPL Coordinator by the Vice President who will forward the signed form and documentation to the **Registrar**.
- CPL Coordinator will make appropriate changes to the CPL Guidebook, Forms Library and CPL webpage and will notify enrollment of the approvals.

CPL COURSE/CERTIFICATION CREDIT PROPOSAL FORM

Certification/Training Map	
Course Name:	Mapping Percentage:
Certification/Training Name:	
Certification/Training Website:	
Mapping Completed by:	
Date Mapping was Completed:	
Qualifications to Receive Certification/Training Credits	
Course Outcomes <i>(attach separate document if more space is needed)</i>	
Course Outcomes	Certification/Training Match
Course Description	
Include course description from course file and the number of credit hours for the course.	
Documents Attached	
Syllabus (required)	

Definition of Terms

Course: Course Name and Number

Mapped: Percentage of mapping between 70 and 100%

Certification/Training Name: Complete certification name

Certification/Training Website: web address or link

Mapping Completed By: Name of the faculty member, program head and/or course coordinator submitting the request

Date Mapping was Completed: Date to be inserted by person completing the mapping

Qualification: Any qualification a person would need to sit for the certification or training (pre-requisite, work experience, certification expiration date, degrees or other)

Course Outcomes: List of outcomes as stated in the course (attach course syllabus)

Certification/Training Match: List of outcomes from the certification/training that directly meet the course outcomes (attach copy of syllabus from other training)

Documents Attached: Names of attached documents including copy of certification or training outcomes as well as complete course outline with competencies or outcomes listed

REQUIRED SIGNATURES.

Dean of School

Date

CPL Coordinator

Date

Curriculum Committee Chair

Date

Vice President of Academic and Workforce Solutions

Date

Created 05/2025