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Title:	Certification

GUIDING PRINCIPLE

Under the statutes and regulations that govern the New Brunswick Community College-Special Operating Agency (NBCC-SOA), hereafter called the Organization, the Organization recognizes on behalf of the Minister, the success of its students by issuing official certification documents.

POLICY STATEMENT

Official recognition of successful completion of a program or learning activity is in the form of a **diploma**, a **diploma of advanced studies**, a **certificate**, **certificate of achievement**, or a **certificate of participation**, depending on the requirements, duration, and content of the training.

DIPLOMA

A diploma is issued to a student who:

- (a) has successfully completed a training program of two years or more, **and**
- (b) has satisfied the requirements of a prescribed program profile; **and**
- (c) has accumulated a minimum of 45 credits during the training.

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, is considered a program of advanced studies. The Organization recognizes successful completion of this type of program by issuing a diploma of advanced studies, in accordance with this policy.

CERTIFICATE

A certificate is issued to a student who:

- (a) has successfully completed a training program of less than two years, **and**
- (b) has satisfied the requirements of a prescribed program profile; **and**
- (c) has accumulated a minimum of 10 credits during the training.

CERTIFICATE OF ACHIEVEMENT

A certificate of achievement is 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 of participation is issued to a student for participation in at least 70% of a training session of short duration and which does not include a formal evaluation.

FORMAT

The format of written documents is in compliance with the policies and directives on the publication of official documents of the (government/department/college institution) and must include the following:

- the official logo of the New Brunswick Community College;
- the name and seal of the New Brunswick Community College;
- the name of the College, NBCC or CCNB, as it applies, and the name of the Campus;
- the title and duration of the learning activity;
- the name of the document holder;
- the date of issue;
- the signatures of the appropriate authorities

COPIES

For the purpose of this policy, one copy of the official certificate is issued to the student. A duplicate of the diploma or certificate may be issued in case of loss.

Others

DOUBLE or JOINT CERTIFICATION

The Organization may, at the request of training institutions with which it is a partner, join with them to issue double or joint certification for the same program. (See policy on double or joint certification)

In both cases, the outside partner institution must be able to ensure that teaching standards are maintained in accordance with the standards of the Organization and satisfy the requirements set out in the agreement binding the two.

COOPERATIVE PROGRAMS

The Organization may issue special recognition for cooperative education programs, including the designation "cooperative education" on the diploma and transcript of

marks. This designation appears only when the training officially combines the study and work experience components, and the practical portion satisfies the criteria for the program. Students must complete a work experience.

Other than the controlled documents listed in the table at the end of this policy, the following reference document may apply:

[Adult Education and Training Act](#) (GNB)

[Adult High School Diploma](#) (Apprenticeship and Certification)

DEFINITIONS

- [Certificate](#)
- [Certificate of Achievement](#)
- [Credit](#)
- [Diploma](#)

SUGGESTION BOX

Your suggestions for improvement to this document and/or its content

CONTROLLED REFERENCE DOCUMENTS

Num	Document Name	Type	Document Custodian	Document Reviewer(s) Stakeholders	Document Approver
Org-4226.002	Certification	Procedures	Provincial Management Representative		Assistant Deputy Minister

APPROVAL: *by designated authority via the Integrated Document Management System (IDMS)*

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