EXPEDITED CERT NOI (9-16 crs) 1) is a workforce request 2) needed within 3 months

ZONE 1: COMPLETE THIS ZONE AND CLICK SAVE.

	This application has a 5 day review and comment period
COLLEGE/UNIVERSITY	**Choose...** *
	START TERM: 1) When students will be able to enroll (ISRS) and 2) attributes published on MnSCU website.
START TERM	**20155 (Spring 2015)** *
END TERM	**99999 (No End)** *
	NOTICE OF INTENT CODE: Find your college/university in the CAMPUS CODE HELP LIST. Use the first 2 digits provided, select any other random seven (7) digit. Format is nn-nnn-nnnn. Enterin the Program Code field. If used already, you will be asked to select a new code.
CAMPUS CODE HELP LIST	**Choose...**
NOTICE OF INTENT CODE	*
SET THIS VALUE TO "NOTICE OF INTENT"	**Notice of Intent (NOI)**

ZONE 2: GENERAL INFORMATION

PROGRAM TYPE	**Full: all courses offered by award granting college/university**
COLLABORATING INSTITUTION(s)	No Collaborating Partner Alexandria Technical and Community College Anoka Technical College Anoka-Ramsey Community College [?] Bemidji State University
NAME/TITLE	[?]
AWARD TYPE	**Undergraduate certificate**
AWARD	**Undergraduate Certificate**
# OF CREDITS (whole number)	[?]
DELIVERY MODE	**Land plus: face-to-face where some online courses may be available or required** [?]

ZONE 3: CURRICULUM

	SELECT CIP CODE 1) click tab 2) chose code, category & subcategory 3) click "update"
	Enter the catalog description.
CATALOG DESCRIPTION	[?]

ZONE 4: PROGRAM DUPLICATION

	SELECT LOCATION 1) click tab, 2) search locations, 3) click double arrow. If unable to find the location you wish to add, contact: Tamara.Arnott@so.mnscu.edu
	Area from which 80% of students are likely to attend (counties/regions).
PROGRAM SERVICE AREA	[?]
	Consult the INTERACTIVE PROGRAM INVENTORY
NAME MNSCU SCHOOLS THAT OFFER A SIMILAR PROGRAM	

ZONE 5: NEAR TERM TRAINING NEED

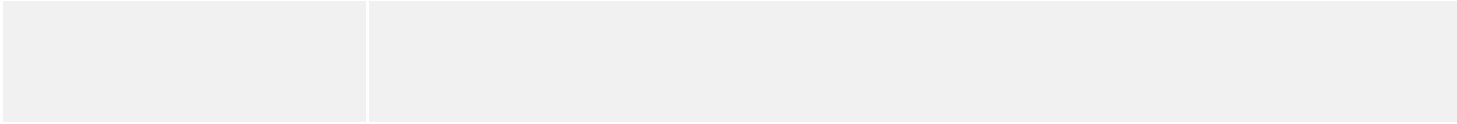|	
	Occupational/Professional? Select "Yes" if the proposed program is in a scientific, technical or professional field designed to prepare program graduates for entry into a specific occupation or set of closely allied occupations. Select "No" if the program a) is in the liberal arts and sciences including the humanities, mathematics, natural sciences and social sciences, b) is a closed enrollment program, or c) provides advanced skills to students holding a prior earned academic award. Option C requires the college/university to set admissions standards for entry into the program.
OCCUPATIONAL/PROFESSIONAL?	Yes No
	Describe the immediate need and the economic benefits of program for students, employers, community, state.
DESCRIBE NEED & BENEFITS	
	Enter SOC CODES for jobs representing 80% of your anticipated graduates.
SOC Code #1	[?]
SOC Code #2	

SOC CODE #3	
SOC CODE #4	
SOC CODE #5	

ZONE 6: PROGRAM ATTRIBUTES

IS THIS A CLOSED ENROLLMENT PROGRAM	**No** [?]
NAME YOUR INDUSTRY PARTNER(S)	
THIS IS A NEW LOCATION FOR MY COLLEGE/UNIVERSITY	**No, other programs are currently being offered at this location**

ZONE 7: NOTES

NOTES ABOUT CHANGES MADE ON THIS FORM	
	Attach: 1) evidence of near term training need, name of companies requesting the program, letters of support from employers, DOL and other workforce entities, 2) curriculum meeting minutes, recommendation, membership, 3) program guide sheet (courses & numbers, credits, program goals).

ZONE 9: RESOURCES

	CIP CODE DEFINITIONS: NCES Website
	PROGRAM CIP AND SOC CODES: ACADEMIC PREPARATION LINKED TO JOBS BUREAU OF LABOR STATISTICS
	SEARCH FOR LICENSES AND CERTIFICATIONS: CAREER-ONE-STOP Also, CERTIFICATION AND LICENSE OPTIONS - ISEEK.