

Notice of Intent to Offer a Certificate Program Eligible for Federal Financial Aid

Certificate programs do not automatically qualify for Title IV federal financial aid. To be eligible, programs must complete this form and meet the established criteria outlined below.

Completed forms should be submitted to:

- The Financial Aid Operations Service Account at finaidop@louisville.edu; and
- The OAPA Program Approval Service Account at programapproval@louisville.edu

Criteria for Gainful Employment Certification

The University of Louisville will certify a certificate program as preparing graduates for gainful employment (for purposes of eligibility for federal financial aid) if the program demonstrates that:

- The program prepares students for employment in a specific recognized occupation as identified by a Standard Occupational Classification (SOC) code. See here for list of SOC codes: <https://www.onetonline.org/>
- A majority of program completers are employed in a job or career related to this field within a year after graduation.
- The annual salaries of graduates are equal to or greater than the average Bureau of Labor Statistics (BLS) salary estimates for the same or similar occupations [or, alternatively, the annual salaries of graduates fall within the average BLS salary ranges].

Programs that are certified for Gainful Employment must make the following information readily available to students on an annual basis:

- Total cost of the program [to be provided by Financial Aid Office]
- Percentage of graduates who pass any required licensure exams
- Percentage of program completers employed in a job or career related to this field within a year after graduation
- Types of occupations in which graduates are employed and average salaries compared to BLS averages

PROGRAM NAME	PROGRAM CIP CODE	APPLICATION DATE
Healthcare Financial Management (graduate certificate)	52.0299	May 31, 2023
MINIMUM REQUIRED CREDIT HOURS	TIME TO COMPLETE PROGRAM	COST OF ATTENDANCE
Minimum for certification is: 24 credit hours - undergraduate certificates 9 credit hours - graduate certificates	Typical time to complete program published in academic catalog; minimum for certification is one year or equivalent of 30 weeks	To be provided by the Financial Aid Office; programs may leave this field blank
12	One year	

CAREER PREPARATION

List the careers or career paths/fields for which the program prepares graduates.

Link each career to a Standard Occupational Classification (SOC) code (available at <https://www.onetonline.org/>)

Medical and Health Services Managers, 11-9111.00, [Job Duties Custom List \(onetonline.org\)](#)

LICENSURE PREPARATION

Indicate whether the program prepares graduates for licensure or licensure examinations in any states. If it does:

- Check the University's licensing disclosure page (<https://louisville.edu/oapa/UofL%20public-disclosure>) to ensure your program information is presented there.
- Include data on licensure exam pass rates.

Not applicable

DATA COLLECTION

Describe your plan for how you will collect the following employment data:

- The percentage of program completers who are employed in a job or career related to this field within a year after graduation.
- Employment fields for program graduates.

The program will conduct alumni surveys of certificate graduates in a manner consistent with our MSHA program that queries employment status, employment role\employer, and compensation level.

Describe your plan for how you will collect the following salary data:

- Median annual earnings of former students one year after graduation.
- Average salary of graduates compared to Bureau of Labor Statistics averages (state or national).

The program will conduct alumni surveys of certificate graduates in a manner consistent with our MSHA program that queries employment status, employment role\employer, and compensation level.

By submitting this form, program agrees to provide and post the following information annually by September 30:

- Percentage of graduates who pass any required licensure exams
- Percentage of program completers employed in a job or career related to this field within a year after graduation
- Types of occupations in which graduates are employed and average salaries compared to BLS averages

For Financial Aid Office Use Only:

- Completed form filed; request for approval of financial aid eligibility submitted to US Department of Education
- Upon approval, Program Participation Agreement updated
- PeopleSoft updated to label program as Aid Eligible Certificate
- Program added to annual reporting tracker and reporting reminder distribution list