

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. In order to be eligible, programs must complete this form and meet the established criteria. This form will be reviewed by OAPA, and if approved, will be sent to the Financial Aid office for processing.

Forms should be submitted to:

[insert name and contact information here]

Criteria for Gainful Employment:

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].
- It makes readily available to students on an annual basis:
 - The total cost of the program [to be provided by Financial Aid Office]
 - The percentage of graduates who pass any required licensure exams
 - The percentage of program completers are employed in a job or career related to this field within a year after graduation
 - The types of occupations in which graduates are employed and the average salaries

1. Date
9/29/2025

2. Program Name
Graduate Certificate in

3. Program CIP Code

13.0408

4. Minimum Required Credit Hours

- 24 credit hours for undergraduate certificates
- 9 credit hours for graduate certificates

18 hours is required, 6 per semester for a total of 3 semesters.

5. Enter the normal time to complete the program (in whole numbers) as published in your institutional catalog or other publications and indicate if it is in weeks, months, or years.

(Note: Program must be a minimum of one year (or the equivalent of 30 weeks) in length)

3 semesters, 12 months

6. Cost of attendance to be provided by Financial Aid Office.

Programs may leave blank.

7. List the careers or careers paths/fields for which this program prepares graduates. Please link these careers to a Standard Occupational Classification (SOC) code (see the following link:

<https://www.onetonline.org/>)

11-9032.00

8. Please indicate whether this program prepares graduates for licensure or licensure examinations in any states. Please check the University's licensing disclosure page to ensure your program information is presented there <https://louisville.edu/oapa/UofL%20public-disclosure>.

- Include data on pass rates

This program prepares candidates to take the SLLA 6990 required for licensure as a school principal. We currently have a 100% pass rate for the previous five years.

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

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

We collect this information annually through the Kentucky Education Professionals Standards Board, the licensing agency for school leadership and teachers in Kentucky. Students are employed in schools and districts across the Commonwealth of Kentucky.

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

- Provide the median annual earnings of former students one year after graduation.
- Compare average salary of graduates to Bureau of Labor Statistics averages (state or national)

We will work with our research office at the College of Education and Human Development to secure this data and will review annually through our continuous improvement blueprint.

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