

**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

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| **Program Name** | **Program CIP Code** | **aPPLICATION DATE** |
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| **Minimum Required Credit Hours** | **Time to Complete PrograM** | **Cost of Attendance** |
| Minimum for certification is:24 credit hours - undergraduate certificates9 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 |
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| **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/>) |
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| **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.
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| **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.
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| **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).
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**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