



University of Calgary Non Credit Professional and Continuing Education Credentials Framework

Credential / Nomenclature	Certificate of Attendance (Examples: Workshop, seminar, evening course, lecture, presentation)	Certificate of Recognition/Completion/Participation (Examples: Class, course, short program series)	Micro credential
Credential Type	Faculty / Unit Credential	Faculty/Unit or Faculty	Educational
Variable, typically 1/2 day or more	Typically up to 99 hours	Typically 12 to 99 hours	
No	Typical and encouraged	Yes**	
Variable, typically	1 day or less	Variable targeted to part time studies	Variable
Approval Process	Faculty / Unit	Faculty Council / Unit	Faculty Council / Unit
Review Process	Reviewed on regular cycle in Faculty / Unit	Reviewed on regular cycle in Faculty / Unit	Reviewed on regular cycle in Faculty / Unit
Typical Entrance	Variable (often none)	Variable	Variable (often none)
Admission Process	Application/admission/registration support through the Delivery Unit*/Faculty OR through Continuing Education Shared Service utilizing the non credit registration system	Application/admission/registration support through the Delivery Unit*/Faculty OR through Continuing Education Shared Service utilizing the non credit registration system	Micro credential application/ admission/registration support through the Delivery Unit***/Faculty OR through Continuing Education Shared Service utilizing the university's non credit registration system. If credit courses are taken as part of a micro credential, the record will be managed through the Office of the Registrar.
Tuition	Variable (May be none)	Variable	Variable
Ladder/Transfer	May ladder into other professional learning programs. Does not ladder into credit programs.	Non-credit courses and credentials may ladder into other non-credit professional learning programs	Micro credentials may include credit and/or non credit courses, or a combination of both. Non credit courses and credentials may ladder into other non credit professional learning programs.
Transcripts/Student Record	Non credit transcript is available. Does not appear on credit transcripts A student record is kept in the university's non-credit registration system. Attendance and, if appropriate, Continuing Professional Education Units (CPEU's) are recorded.	Non credit transcript is available. Does not appear on credit transcripts. A student record is kept in non credit registration system. Attendance, and, if appropriate, grades and Continuing Professional Educational Units (CPEU's) are recorded.	Non credit transcript is available. Micro credentials do not appear on credit transcripts, however credit courses taken as part of a micro credential do appear on a credit transcript at the course level. A student record is kept in the university's non credit registration system. Grades and Continuing Professional Educational Units (CPEU's) are recorded.
Recognition	In collaboration with the Registrar's Office, issued through non		



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Credential Type

Delivery

Hours*

Assessment

Length