

Here is the process for the Community College Teaching Certificate program paperwork.

This program should not be listed as a minor or a track, and students should not be including all of the coursework for the certificate on GDPs for their master's degree programs.

The exception is when some of the courses are approved by Director of Graduate Studies as “related field” courses.

Here are the steps:

- 1) Student applies to the program using the Certificate Application Form on the Duluth One Stop website. Student is admitted by the UMD Registrar's Office.
- 2) Student completes the required coursework for the certificate. Student may list some of the courses on their GDP as electives, but it is not necessary to list them all. Student should not list the certificate program as a 'minor' or a 'track' on the GDP for the master's degree. It is a completely separate program.
- 3) Early in the semester in which the student takes the final courses for the certificate, they should submit the Certificate Completion Form. This is analogous to the 'Apply to Graduate' process for graduate degrees. If the student does not submit the completion form, the certificate will not be listed on their transcript.

Here is the One Stop page for [Certificate Programs](#), where the application and completion forms can be found.