



Chemical Dependency Counselor Assistant Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework, which may include one or more of the following:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR
ENGL098 – Accelerated Writing Skills for ENGL100
- ENGL100 – Academic Writing I
- RDNG116 – College Reading and Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
ENGL 101	Academic Writing II	3			<input type="checkbox"/>
CSDC 101	Introduction to Chemical Dependency Counseling	4			<input type="checkbox"/>
HLTH 207	Drug Studies	3			<input type="checkbox"/>
HLTH 208	Alcohol & Alcoholism	3			<input type="checkbox"/>
PSYC 103	Introduction to Psychology	3			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 16

Approved: June 18, 2020

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Civil Engineering Technician Level 1 Credential

Student's Name:

Advisor's Name:

Placement evaluation is required for students who do not have prior college coursework. The student may be required to take ENGL 100 or ESL courses, if applicable, concurrently or before registering for this Credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
CONT 104	Print Reading for Construction	3			<input type="checkbox"/>
CONT 107	Construction Materials	3			<input type="checkbox"/>
DRAF 117	Architectural Drafting I	3			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 9

Approved: May 19, 2022

Notes:

- Required courses completed successfully
- Waivers for any required course substitutions approved
- Cumulative Tompkins Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Clinical Medical Assistant Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework, which may include one or more of the following:

- ENGL098 – Accelerated Writing Skills for ENGL100
- ENGL100 – Academic Writing I
- RDNG116 – College Reading and Study Skills

Course Requirement	Course Title	Min. Credits	Min. Grade	Grade Earned T - Transfer	Completed
BIOL 100 (recommended) OR BIOL 101 OR BIOL 104	Human Biology OR Principles of Biology I OR General Biology I	3			<input type="checkbox"/>
HLTH 104	Medical Terminology	3			<input type="checkbox"/>
HLTH 111	Clinical Medical Assistant Fundamentals	4	C		<input type="checkbox"/>
HLTH 112	Clinical Medical Assistant Internship	2			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 12

Approved: May 19, 2022

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Direct Service Provider I Credential

Student's Name:

Advisor's Name:

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
HUMS 105	Introduction to Human Services	3			<input type="checkbox"/>
HUMS 107	Introduction to Disability Studies	3			<input type="checkbox"/>
HUMS 120	Direct Service Provider I Field Work	1			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 7

Approved

Notes:

- Required courses completed successfully
- Waivers for any required course substitutions approved
- Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
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Direct Service Provider II Credential

Student's Name:

Advisor's Name:

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
HLTH 206	Personal Health	3			<input type="checkbox"/>
HUMS 109	Case Management & Documentation	3			<input type="checkbox"/>
HUMS 121	Direct Service Provider II Field Work	1			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 7

Approved

Notes:

- Required courses completed successfully
- Waivers for any required course substitutions approved
- Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Direct Support Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework, which may include one or more of the following:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
ENGL098 – Accelerated Writing Skills for ENGL100
- RDNG116 – College Reading and Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
ENGL 100 OR ENGL 101	Academic Writing I OR Academic Writing II	3			<input type="checkbox"/>
HUMS 105	Introduction to Human Services	3			<input type="checkbox"/>
HUMS 107	Introduction to Disability Studies	3			<input type="checkbox"/>
HUMS 128	The Family: Strength-Based Intervention	3			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 12

Approved: March 21, 2019

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Early Childhood Assistant Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework, which may include one or more of the following:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR ENGL098 – Accelerated Writing Skills for ENGL100
- ENGL100 – Academic Writing I
- RDNG116 – College Reading and Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
ECHD 110	Children and the Arts	3	C		<input type="checkbox"/>
ECHD 125 OR HUMS 125	Introduction to Early Childhood Education	3	C		<input type="checkbox"/>
ECHD 206	Infant/Toddler Environments and Curriculum	3	C		<input type="checkbox"/>
ECHD 225 OR HUMS 225	Early Childhood Curriculum Development	3	C		<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 12

Approved: June 18, 2020

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Electrical Engineering Technician Level 1 Credential

Student's Name:

Advisor's Name:

Placement evaluation is required for students who do not have prior college coursework. The student may be required to take ENGL 100 or ESL courses, if applicable, concurrently or before registering for this Credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
ELEC 102	Introduction to Electrical Engineering Applications	4			<input type="checkbox"/>
DRAF 107	Engineering Graphics	2			<input type="checkbox"/>
CAPS 121	Introduction to Spreadsheets	1			<input type="checkbox"/>
CAPS 123	Advanced Spreadsheets	1			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 8

Approved: May 5, 2022

Notes:

- Required courses completed successfully
- Waivers for any required course substitutions approved
- Cumulative Tompkins Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Food & Beverage Service Credential

Student's Name:

Advisor's Name:

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
HRMG 107	Safe Alcohol Handling	1			<input type="checkbox"/>
HRMG 108	Food & Beverage Service Operations	3			<input type="checkbox"/>
WINE 110	Bartending & Mixology	3			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 7

Approved December 16, 2021

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Geotechnical Lab Technician Credential

Student's Name:

Advisor's Name:

Placement evaluation is required for students who do not have prior college coursework. The student may be required to take ENGL 100 or ESL courses, if applicable, concurrently or before registering for this credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
CONT 209	Soil Mechanics	3			<input type="checkbox"/>
CONT 216	Materials Testing	2			<input type="checkbox"/>
ENGL 103	Report Writing	3			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 8

Approved May 19, 2022

Notes:

- Required courses completed successfully
- Waivers for any required course substitutions approved
- Cumulative Tompkins Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Medical Office Administrative Assistant Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework, which may include one or more of the following:

- ENGL098 – Accelerated Writing Skills for ENGL100
- ENGL100 – Academic Writing I
- RDNG116 – College Reading and Study Skills

Course Requirement	Course Title	Min. Credits	Min. Grade	Grade Earned T - Transfer	Completed
CAPS 111	Introduction to Word Processing	1			<input type="checkbox"/>
CAPS 121	Introduction to Spreadsheets	1			<input type="checkbox"/>
CAPS 131	Introduction to Databases	1			<input type="checkbox"/>
HLTH 104	Medical Terminology	3			<input type="checkbox"/>
HLTH 113	Healthcare Office Assistant Fundamentals	3	C		<input type="checkbox"/>
HLTH 114	Healthcare Office Assistant Internship	2			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 11

Approved: May 19, 2022

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Micro-Nano Fabrication Safety Credential

Student's Name:

Advisor's Name:

Prior completion of, or concurrent enrollment in, MATH 122 *Technical Mathematics* or equivalent is required for this credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
CHEM 101 OR CHEM 107	Principles of Chemistry I OR General Chemistry I	4			<input type="checkbox"/>
ELEC 128	Fundamentals of Electricity	4			<input type="checkbox"/>
MNT 100	Cleanroom Orientation & Safety	1			<input type="checkbox"/>
MNT 101	Technology & Characterization at the Nanoscale	1			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 10

Approved January 19, 2023

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Residential Aide Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework, which may include one or more of the following:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR ENGL098 – Accelerated Writing Skills for ENGL100
- ENGL100 – Academic Writing I
- RDNG116 – College Reading and Study Skills

Course Requirement	Course Title	Min. Credits	Min. Grade	Grade Earned T - Transfer	Completed
ENGL 101	Academic Writing II	3			<input type="checkbox"/>
CSDC 101 OR HUMS 105	Introduction to Chemical Dependency Counseling OR Introduction to Human Services	3/4			<input type="checkbox"/>
CDSC 210 OR HUMS 114	Group Counseling: Theory & Practice OR The Process of Group Communication	3			<input type="checkbox"/>
HLTH 207 OR HLTH208	Drug Studies OR Alcohol & Alcoholism	3			<input type="checkbox"/>
PSYC 103	Introduction to Psychology	3			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 15

Approved: June 18, 2020

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Special Education Advocacy Credential

Student's Name:

Advisor's Name:

Placement testing is required for students without prior college coursework. Test scores may indicate that student must take INTD 095 *Integrated Developmental Reading/Writing* and/or ENGL 100 *Academic Writing I* before registering for courses required for this credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
ENGL 101	Academic Writing II	3			<input type="checkbox"/>
PARA 101 OR PARC 101	Introduction to Paralegalism	3			<input type="checkbox"/>
PARA 130 OR PARC 130	Legal Research & Drafting	3			<input type="checkbox"/>
PARA 206	Special Education Law & Advocacy	3			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 12

Approved: May 16, 2019

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



Surveying Technician Credential

Student's Name:

Advisor's Name:

Placement evaluation is required for students who do not have prior college coursework. The student may be required to take RDNG 116 and/or MATH 122, if applicable, before registering for this Credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
CONT 202	Surveying I	3			<input type="checkbox"/>
CONT 203	Surveying II	3			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 6

Approved May 19, 2022

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*