PROPOSED BulSU GUIDELINES ON CERTIFICATE PROGRAMS AND EXTRAMURAL COURSES

Rationale

Certifications serve as stepping stones to anybody seeking to advance in their careers not only through promotion, but also through heightened competency. The results of the Global Knowledge survey 2021 show that 80% of its participants across the world reported that benefits of certification include faster performance, higher engagement, and better work outcomes. Certificate programs can aid employees in gaining more competencies and professional accreditation.

There are also professionals who wish to take a few subjects either because they seek more knowledge on the field they are engaged in or need to comply with work requirements. These professionals may enroll in short term extramural courses to take the subjects that they require.

Bulacan State University, in fulfillment of its goal of providing relevant, quality, and accessible education, aims to be responsive to the needs of her students and various sectors of the community through catering to students and professionals who wish to better themselves by creating certificate programs and extramural courses. These will help them to gain certification and requirement compliance in their field of interest. Thus the Student Policy and Program Development Office under the Office of the Vice President for Academic Affairs, in consultation with the Office of the Registrar, proposes the BulSU Guidelines on Certificate Programs and Extramural Courses.

I. General Guidelines on Certificate Programs

1. This policy covers existing Certificate Programs such as Certificate in Physical Education and Continuing Professional Teacher Education (CPTE) and Certificate Programs to be offered in the future. However, Certificate Programs embedded within the undergraduate curriculum namely Certificate in Interior Design and Certificate in Building Technology will maintain their established practices without being affected by the guidelines as set forth by this policy.

2. A college/campus of the University may offer a Certificate Program provided that a feasibility study indicating that the program has a projected continuous and sustainable number of potential students is presented.

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3. A certificate program may only be offered by a college/campus offering a related course in the undergraduate level.

4. Lecture subjects belonging to these programs will be delivered online while subjects involving laboratory/practical applications/workshops will be delivered face-to-face.

5. The College/campus offering the Certificate Program may determine the prerequisite subjects, if any, that the student should have taken prior to application for admission.

6. An applicant for admission to any Certificate Program must be at least a graduate of a Bachelor's Degree and must have earned a General Weighted Average (GWA) of 2.0 or better. No GWA is required if the applicant is a BulSU graduate. For admission in Certificate in Physical Education no GWA is likewise required regardless of the HEI where the applicant graduated.

7. A student who completed a certificate program is entitled to a Certificate in the Program taken which will be conferred during the immediately succeeding graduation ceremony.

A. Application Requirements

The following basic documents must be uploaded by the applicant online and submitted to the Dean of the college/campus offering the chosen certificate program.

1. Photocopy of Transcript of Records (TOR) and Diploma/Certificate from the last HEI attended.
   Note for married women only: Marriage Certificate (photocopy) if there has been a change in surname from what is reflected on the transcript of records/diploma.
2. 2 pieces of 2x2 colored ID pictures with white background and name tag
3. PSA Birth Certificate (Photocopy)
4. Certificate of Good Moral Character from HEI last attended (for CPTE applicants only)
5. Permit to Study (for CPTE applicants only, if currently employed)

B. Application Procedure

Step 1. To be considered as an official applicant, he/she must have opened the link that will be posted online by the Admission and Orientation Services Office (AOSO) on or before the set deadline and upload the admission requirements.

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Step 2: All applicants who have already completed their online application are required to submit the hard copies of the documents to the BulSU Admission and Orientation Services Office.

Step 3: Wait for the confirmation email. If qualified, the student will be advised to start enrolling in subjects.

Step 4: Create an account to the BulSU Portal to access the COR, schedule, and view of grades.

Note: CPTE has a different application procedure as the Program requires an entrance examination and an interview before admission.

II. GENERAL GUIDELINES ON CONTINUING PROFESSIONAL TEACHER EDUCATION (CPTE)

1. An applicant must be a graduate of any non-teacher education degree course from a CHED-recognized institution. Applicants from other HEI must have a general weighted average (GWA) of at least 2.0 or better. No GWA is required if the applicant is a BulSU graduate.

2. Of the required eighteen (18) units of credit in professional education courses, twelve (12) units must be earned by completing one subject or its equivalent in each of the four (4) clusters enumerated below:

    EDUCATIONAL PSYCHOLOGY, or
    Adolescent Psychology (Adolescent Growth & Development)
    Psychology of Learning
    Psychology Applied to Education
    Child Growth, Development, Learning (Developmental Education)
    Child Study (Child Psychology)
    Human Growth, Learning, and Development
    Foundation of Education I (Psychological & Sociological Foundation of
        Education)

    PRINCIPLES AND TECHNIQUES OF TEACHING, or
    Principles of Teaching

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Teaching Strategies
Teaching Strategies I (Teaching Communication Arts)
Teaching Strategies II (Teaching Social Studies)
Teaching Strategies III (Teaching Science and Math)
Teaching Strategies IV (Teaching Values)
Teaching Strategies in Other Special Fields
Teaching and Content of Elementary Subjects (Curriculum & Instructions)
Teaching and Content in Secondary Subjects
Principles of Teaching & Educational Technology
Methods of Teaching
Models of Teaching
Principles of Secondary Education
Seminar on Secondary Education

PRINCIPLES OF EDUCATION, or
Introduction to Education including Phil. Educational System
Foundation of Education II (Historical, Philosophical and Legal Foundation
    of Education)
Non-formal Education
History of Education
Philippine Educational System
Philosophy of Education

MEASUREMENT AND EVALUATION, or
Research and Evaluation
Test and Measurements
Student Program/Project/Curriculum Evaluation
Educational Research and Evaluation
Introduction to Educational Research

3. The remaining six (6) units must be met by completing any two of the following
    professional education courses:

    2.1 . Principle and Techniques of Guidance and any other Guidance Course
    2.2. Educational Sociology
    2.3. Observation and Participation/Observation and Community Immersion
    2.4. Audio-Visual Education
    2.5. Curriculum Development
    2.6. Preparation of Curriculum Materials
    2.7. Administration and Supervision
    2.8. The Child and the Curriculum
    2.9. Student Teaching/Internship/Practicum
    2.10. Educational Leadership

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2.11. Values Education
2.12. Special Education
2. 13. Early Childhood Education

4. A maximum of 9 units per semester can only be taken by each student.
5. CPTE classes shall be scheduled every Saturday.
6. A combination of synchronous (SL) and asynchronous online learning (AOL) will be implemented. SL will happen during lectures and presentations. AOL will be an option for the instructors to let the students work on the given task.
7. CPTE classes will use the official educational platform utilized by BulSU.

A. Application Procedure:

Step 1. To be considered as an official applicant, he/she must have opened the link that will be posted online by the Admission and Orientation Services Office (AOSO) on or before the set deadline and upload the admission requirements.

Step 2. Wait for the CPTE Assessment Test schedule and link to be sent by AOSO via email. Take the entrance examination on the allotted schedule.

Step 3. Wait for the result of the CPTE Assessment Test. Passers of the CPTE Assessment Test will get a link for the scheduling of the online interview with the Dean of the College of Education.

Step 4. A list of qualifiers will be posted on the BulSU Official Website. Qualifiers must submit the hard copies of the required documents to the BulSU Admission and Orientation Services Office.

Step 5. If qualified, the student will be advised to start enrolling in subjects.
Step 6: Create an account to the BulSU Portal to access the COR, schedule,

and view grades.

III. General Guidelines on Extramural Courses

Extramural Courses are a series of courses organized by the University for people who are not students of the university. Students enrolled in these courses are categorized as extramural students.

1. An extramural course is composed of 9 to 12 units of subjects that are within one field of studies such as Mathematics/Statistics Series, English Communication Series, Social Studies Series, Field Study and Student Teaching Series and other Extramural Course series that any college deems relevant and where requests are being made. All subjects within a series must belong to a college offering the Extramural Course.
2. A college/campus in the University may offer an Extramural Course provided that there are at least 10 students requesting the course in the succeeding semester. In cases

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when the number of students requesting is lesser than 10, the extramural students may attend regular undergraduate classes.

3. Extramural courses are delivered online unless the extramural students are included in regular undergraduate classes, in which case they will follow the given modality for that class.

4. Extramural Courses do not have prerequisites.

5. An applicant for admission to any Extramural Course must be at least a graduate of a Bachelor's Degree.

6. No GWA is required for applicants of Extramural Courses.

7. A student who completed an extramural course will only be issued a copy of grades as proof that they have taken the subjects.

A. Application Requirements

The following basic documents must be uploaded by the applicant online and submitted to the Dean of the college/campus offering the chosen extramural course.

1. Photocopy of Transcript of Records (TOR) and Diploma/Certificate from the last HEI attended
   > Note for married women only: Marriage Certificate (photocopy) if there has been a change in surname from what is reflected on the transcript of records/diploma.
2. 2 pieces of 2x2 colored ID pictures with white background and name tag
3. PSA Birth Certificate (Photocopy)

B. Application Procedure

Step 1. To be considered as an official applicant, he/she must have opened the link that will be posted online by the Admission and Orientation Services Office (AOSO) on or before the set deadline to upload the admission requirements.

Step 2: All applicants who already completed their online application are required to submit the hard copies of the documents to the BulSU Admission and Orientation Services Office.

Step 3: Wait for the confirmation email. If qualified, the student will be advised to start enrolling in subjects.

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IV. Tuition and Other Fees

Students in Certificate Programs and Extramural courses, as they are already graduates of a Bachelor's degree cannot avail of Free Higher Education (Unifast 2018) and shall be charged tuition and other school fees as determined by the Governing Boards of the University.

Enrollees must pay tuition and other fees as assessed by the Accounting Office.

Definition of Terms:

Certificate programs are programs that center on a coherent and relatively free-standing body of knowledge and skills, and their completion, therefore, represents the achievement of competence in a well-defined domain. (https://academicplanning.gwu.edu/)

Extramural Courses - a series of courses organized by the University for people who are not students of the university (https://dictionary.cambridge.org)

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