



**FOR INFORMATION**

**PUBLIC**

**OPEN SESSION**

**TO:** Committee on Academic Policy and Programs

**SPONSOR:** Professor Sioban Nelson, Vice-Provost, Academic Programs

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**PRESENTER:** Same as above

**CONTACT INFO:**

**DATE:** April 18 for May 9, 2017

**AGENDA ITEM:** 8

**ITEM IDENTIFICATION:**

- I. Annual Report on Certificates (For-Credit), 2016-17
- II. Annual Report on Certificates (Not-For-Credit), 2016-17

**JURISDICTIONAL INFORMATION:**

The Committee on Academic Policy and Programs (AP&P) receives for information annual reports on certificate programs as defined in the in the University's *Policy on Certificates (For-Credit and Not-for-Credit)*. (AP&P Terms of Reference, Section 4.4 c)

**GOVERNANCE PATH:**

1. Committee on Academic Policy and Programs [for information] (May 9, 2017)

**PREVIOUS ACTION TAKEN:**

On February 25, 2016 Governing Council approved the *Policy on Certificates (For-Credit and Not-For-Credit)*.

On February 25, 2016 Governing Council approved the amendment of the Committee on Academic Policy and Programs (AP&P) Terms of Reference to reflect the *Policy on Certificates (For-Credit and Not-For-Credit)*.

**HIGHLIGHTS:**

On February 25, 2016, Governing Council approved the *Policy on Certificates (For-Credit and Not-For-Credit)*. This Policy replaced the *Policy on Diploma and Certificate Programs*. The purpose of the new Policy was to provide increased clarity, oversight and accountability to for-credit and not-for-credit certificates at the University of Toronto and to reflect that diplomas are

now covered under the protocols of University of Toronto Quality Assurance Process (UTQAP) in alignment with Ontario's Quality Assurance Framework (QAF).

The *Policy on Certificates (For-Credit and Not-For-Credit)* states that divisions have delegated authority to create, modify and close certificate programs. The Committee on Academic Policy and Programs receives an annual report on certificate programs, which reflects the Committee's role of monitoring academic programs across the University.

The two reports are a complete list of for-credit and not-for-credit certificates offered at the University of Toronto through the divisions.

Below are the three categories of certificates as defined by the Policy:

1) Post-baccalaureate certificates (stand-alone, for-credit)

- Normally require completion of an undergraduate degree or equivalent, as a condition of admission.
- Comprise a coherent sequence of for-credit undergraduate courses which may be eligible for credit towards a subsequent undergraduate degree program.
- Provide a mechanism for the assessment of student performance.
- Successful completion of the certificate is recorded on the academic transcript.
- Students are registered as University of Toronto undergraduate students and receive a parchment at Convocation.

2) Certificates offered in conjunction with an undergraduate degree program (for-credit):

- Students must be enrolled in a specific University of Toronto undergraduate degree program in order to qualify.
- Comprise a coherent sequence of for-credit undergraduate courses, relating to an identified topic or theme that may complement the degree program.
- Will normally consist of fewer full-course equivalents than a minor in an equivalent area.
- Provide a mechanism for the assessment of student performance.
- Will normally conform to the established rules and regulations relative to student progression and good standing.
- Completion of the certificate is recorded on the academic transcript as a component of the undergraduate degree; students do not receive a separate parchment at Convocation.

3) Certificates in continuing, professional and executive education (not-for-credit):

- May have open admission, but may be targeted to particular professional and quasi-professional areas
- Comprise a coherent sequence of not-for-credit courses.
- Normally provide a mechanism for the assessment of student performance.
- Not-for-credit courses may not be counted for credit toward any degree program at the University of Toronto.
- Participants are not registered as University of Toronto students.
- Normally, courses and certificates are not included on the academic transcript.

- Completion of the certificate program is to be recognized by a certificate from the division offering the program.

**FINANCIAL IMPLICATIONS:**

There are no financial implications

**RECOMMENDATION:**

For information

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**DOCUMENTATION PROVIDED:**

- *Report on Certificates (For-Credit)*
- *Report on Certificates (Not-For-Credit)*

## Report on Certificates (For-Credit), 2016-17

Division	Certificate	Unit	Category: 1 or 2 <sup>1</sup>	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
Faculty of Applied Science & Engineering	Communication	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs.	The Communication Certificate presents an opportunity for interested students to gain specialized expertise and recognition for a personal and professional commitment to enhanced communication skills through courses that expand on communication practices in contexts beyond engineering, deepen theoretical understanding of communication, and facilitate professional development in writing, oral communication, and critical thinking.	September 2015	Approved by Faculty Council April 17, 2015
Faculty of Applied Science & Engineering	Engineering Business	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs, except those in Engineering Science's Mathematics, Statistics and Financial option. Students can complete either the Engineering Business Certificate or the Entrepreneurship,	The Engineering Business Certificate is a collaborative effort across FASE and the Rotman School of Management and is open to engineering students interested in learning more about the business dimension of engineering, from finance and economics to management and leadership.	September 2011	Approved by Faculty Council December 1, 2010

<sup>1</sup> Category 1 is a Post-baccalaureate certificate (stand-alone, for-credit). Category 2 is a Certificate offered in conjunction with an undergraduate program (for-credit). See the [Policy for Certificates \(For-Credit and Not-For-Credit\)](#), 2016 for further details.

Division	Certificate	Unit	Category: 1 or 2 <sup>1</sup>	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
				Innovation and Small Business Certificate, but not both.			
Faculty of Applied Science & Engineering	Engineering Leadership	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs.	Engineers are taught to think analytically and systematically. Leadership skills build on these strengths to make one a more effective engineer. In the Engineering Leadership Certificate, undergraduate engineering students will learn how to effectively handle complex, human challenges that often mean the difference between success and failure.	September 2014	Approved by Faculty Council December 11, 2013
Faculty of Applied Science & Engineering	Entrepreneurship, Innovation and Small Business	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs. (Note that students can complete either the Entrepreneurship, Innovation and Small Business Certificate, or the Engineering Business Certificate, but not both).	Engineering undergraduates with an interest in running their own businesses can choose to take two half-course electives for the Entrepreneurship Certificate. The first course provides an overview of small businesses, while the second examines business management skills. Rounding out the three-course certificate is a class in engineering economics.	September 2010 (Note that this certificate had existed previously as an “in house” recognition, which did not have a formal governance approval outside of Engineering.)	Approved by Faculty Council May 26, 2010
Faculty of Applied Science & Engineering	Forensic Engineering	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs.	The Certificate in Forensic Engineering allows interested students across disciplines to develop enhanced engineering investigation competencies. In addition to the traditional focus on the investigation of artifacts that do not	September 2017	Approved by Faculty Council 12/01/2016

Division	Certificate	Unit	Category: 1 or 2 <sup>1</sup>	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
					function as intended, causing personal injury and/or monetary loss, the flexibility of the certificate will allow students to gain specialized expertise in areas such as assessing deterioration in infrastructure; improving product quality, procedural practices and engineering design practices; and revising codes and standards to enhance public safety.		
Faculty of Applied Science & Engineering	Global Engineering	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs.	The Certificate in Global Engineering is open to engineering students interested in developing their knowledge of global issues and how engineers can influence and improve conditions around the world. The courses focus on a variety of concepts such as effects of emerging technologies in both developed and developing economies, global energy systems, innovative finance techniques, current theories in international development and foreign aid.	September 2011	Approved by Faculty Council December 1, 2010
Faculty of Applied Science & Engineering	Mineral Resources	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs, except those enrolled in the Mineral Engineering degree program.	The Mineral Resources Certificate will expose students to the mineral resources sector and provide a window into state-of-the-art research in mining.	September 2012	Approved by Faculty Council March 7, 2012
Faculty of	Nuclear	Cross-	2	Open to Engineering	The Nuclear Engineering Certificate	September 2013	Approved by

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Applied Science & Engineering	Engineering	Disciplinary Programs		undergraduate students in all Engineering undergraduate degree programs.	recognizes an interdisciplinary focus on nuclear systems. Nuclear energy constitutes an important component of the energy mix in most national energy strategies, and its proportion will likely increase in response to growing challenges related to fossil-driven climate change. Modular nuclear systems power space craft and remote sites on earth. Future nuclear power systems will address current concerns regarding safety and the environment, and significant breakthroughs are likely in fusion technology.		Faculty Council November 29, 2012
Faculty of Applied Science & Engineering	Renewable Resources Engineering	Cross- Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs.	The Certificate in Renewable Resources Engineering recognizes a demonstrated focus in sustainable resource management and bio-economics, sustainable energy production, green manufacturing and sustainable communities, and reflects the strong interconnections between the Faculties of Forestry and Engineering. The interdisciplinary offerings of the Faculty of Forestry for engineering students are organized and coordinated by FASE and funded by the Provost as part of their support for graduate-only Faculties and departments.	September 2014	Approved by Faculty Council December 11, 2013
Faculty of Arts & Science	Human Resource Management	Centre for Industrial	1		The certificate in Human Resource Management is designed for students	Certificate in Personnel &	

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	(CHRM)	Relations and Human Resources <sup>2</sup>			who have completed undergraduate degrees in subjects other than human resource management or related programs such as Employment/Industrial Relations who now wish to study courses in this field to meet professional needs, prepare for advanced studies or simply to broaden their academic experience. The level of instruction is undergraduate.	Industrial Relations was launched in the mid-1970s. The program was revised and launched as CHRM in 2001	
Faculty of Arts & Science	Teaching English to Speakers of Other Languages (TESOL)	Woodsworth College	1		The program offers specialized academic and professional preparation to individuals interested in teaching English to second language learners, specifically adults. The certificate consists of eight half-courses.	1972	
Faculty of Law	Certificate in Aboriginal Legal Studies		2	Centre for Indigenous Studies & Variable ( <i>e.g.</i> Collaborative Program in Health Care, English, History, Nursing, Political Science, Social Work)	Law students can earn this certificate by taking a sequence of courses including a required course, a combination of eligible courses, and producing significant written work of publishable quality in one of those courses. Only graduate level courses are accepted toward the certificate.	Winter, 2012	June, 2013

<sup>2</sup> The program was administered by Woodsworth College and transferred to the Centre for Industrial Relations and Human Resources in 2013. The Program Office located in Woodsworth College continues to administer the program as per the memorandum of agreement.

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Faculty of Law	Certificate in Environmental Studies		2	School of the Environment	Law students can earn this certificate by taking a sequence of courses including a required course, a combination of eligible courses, producing a research paper, and completing an internship. Only graduate level courses are accepted toward the certificate.	Proposal dated September 22, 2003	June, 2003(?)
Faculty of Law	Certificate in Sexual Diversity and Gender Studies		2	Sexual Diversity Studies	Law students can earn this certificate by taking a sequence of courses including a required course, a combination of eligible courses, and producing significant written work of publishable quality in one of those courses. Only graduate level courses are accepted toward the certificate.	Winter, 2012	June, 2012
Faculty of Law	Collaborative Program in Jewish Studies		2	Jewish Studies	Law students can earn this certificate by taking a sequence of courses including a required course, a combination of eligible courses, and producing significant written work of publishable quality in one of those courses. Only graduate level courses are accepted toward the certificate.	Winter, 2011	June, 2011
Faculty of Music	Advanced Certificate in Performance		1		This is an intensive one-year full-time program that allows post undergraduate level students to focus on the development of practical musical skills.		1998-1999
Faculty of Music	Artist Diploma		1		This is a three-year program with a strong emphasis on the development of performance skills. The core curriculum of the program is based on the Bachelor	1952-53	

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					of Music in Performance degree program, without the breadth requirement (arts & science courses).		
Faculty of Music	Diploma in Operatic Performance		1		This is an advanced diploma, requiring two years of full-time study. An additional year of study possible for suitable candidates. The diploma is designed to prepare students through vocal and operatic experience for professional operatic careers.	1969-70	
Ontario Institute for Studies in Education	Certificate in Adult Education	Department of Leadership, Higher and Adult Education	1		The Certificate in Adult Education provides an opportunity for interested applicants to broaden their knowledge of theory and methods in adult education. Specialized areas within the certificate are Adult Education and Sustainability; and Community Healing and Peacebuilding.	Fall 2001	September 1, 2001
Ontario Institute for Studies in Education	Certificate in Leadership in Higher Education	Department of Leadership, Higher and Adult Education	1		The Certificate in Leadership in Higher Education is a part-time program specifically designed to meet the professional development needs of individuals aspiring to be, or who are currently in, leadership roles in colleges and universities. It will be offered only on a compressed format/cohort basis.	Fall 2007	September 1, 2007
Ontario Institute for Studies in Education	Certificate in School Management	Department of Leadership, Higher and Adult Education	1		The Certificate in School Management serves the professional development needs of school business officials and other educational administrators who	Approx. Fall 2000	September 1, 2000 or earlier

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					desire to further their study in school administration.		
Toronto School of Theology	Certificate in Spiritual Care and Psychotherapy		2	Conjoint Master of Pastoral Studies	The conjoint certificate, offered as part of the Master of Pastoral Studies, is designed to equip students to apply to professional bodies for membership, typically with a view to vocations as spiritual care therapists in hospitals, correctional institutions, churches, family therapy practices, private practices, counselling services, palliative care hospices, schools, developmental disability facilities, or the military.	Fall 2016	05/30/2016
University of Toronto Mississauga	Certificate in Curatorial Studies	Department of Visual Studies	2	Art History (Major, Specialist) Art and Art History (Major, Specialist)	Capitalizing on existing courses offered by the Department of Visual Studies, local experiential learning opportunities, and the expertise of the Director/Curator of UTM's Blackwood Gallery, the Curatorial Studies Certificate offers students a compact introduction to the history, theory, and practice of curation, with a focus on curating contemporary art in a global and Canadian context.	Sept 2017	Sept 2017
University of Toronto Scarborough	Certificate Program in Business	Department of Management	1		This is a part-time program designed to provide students with the skills they need to function as managers in today's rapidly changing workplace. The program also gives students who already have degrees in other fields of study an opportunity to focus on	1997-98	

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					business studies. In addition, courses in the program can be used towards various professional designations. Students must complete a total of 6.0 credits, and earn a CGPA of at least 2.0.		

## Report on Certificates (Not-for-Credit) 2016-17

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Arts & Science	The Writer-In-Residence Non-Credit Creative Writing Seminar	Department of English	The Jack McClelland Writer-in-Residence offered a non-credit creative writing seminar on poetry weekly through the Winter 2017 term, open to a maximum of 15 participants.	2017
Faculty of Arts & Science	Fellowships in Global Journalism	Munk School of Global Affairs	This not-for-credit program combines courses in journalism, freelancing, and global affairs with mentorship opportunities to produce experience global correspondents with increased depth within their own speciality. The program includes a “boot camp” on journalism fundamentals, mentored freelancing with major media, classes and post-program coaching.	2016
Faculty of Arts & Science	Guangdong Civil Servants Training Program (GDTP)	Munk School of Global Affairs	The Guangdong Civil Servants Training Program (GDTP) is organized for 25 senior-level civil servants from the Province of Guangdong. The 2017 training curriculum is on social policy and social development with lectures focusing on today’s key challenges for China. The field visits to government departments and agencies, non-governmental organizations, and community service outlets further enhance the lectures. (This is active but there was a gap year when it was not offered the Fall of 2016.)	2013
Faculty of Arts & Science	Global Ideas Institute	Munk School of Global Affairs (w/ University of Toronto Schools, Learning Partnership Canada, Rotman I-Think Initiative)	The Global Ideas Institute (GII) selects one global development challenge for the year-long program and gives high school students an opportunity to have a university experience by receiving an experts lecture series and during the breakout sessions U of T students work as mentors to teach about learning, asking questions, discussing the challenge, and to be audacious to come up with solutions. The program culminates into an all-day symposium with a poster exhibition. The students present their findings and solutions to their teachers, peers, and special guests.	Fall 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Arts & Science	Climate Change Policy and Practice	School of the Environment	The Certificate in Climate Change Policy and Practice is designed to prepare professionals with the practical skills to better understand their environmental footprints. Courses concern policy and corporate practice, and reporting/accounting/verification practices around sustainability and greenhouse gas. Students completing the program will be prepared to create and implement response plans around climate change that balance the minimization of environmental damage with strategic/competitive considerations.	2005
Faculty of Arts & Science	Environmental Management	School of the Environment	<p>Environmental management includes impact assessment, but also involves other strategies and tools, such as adaptive management, risk assessment, environmental site audits, assessments, remediation and conflict resolution.</p> <p>The program is designed to bridge the gap between theoretical knowledge and methodologies of environmental management with a detailed deconstruction of Canadian issues.</p> <p>There is a Certificate Program comprising four courses, and an Advanced Certificate Program with six courses.</p>	2002
Faculty of Arts & Science	Geographic Information Systems (GIS) for Environmental Management	School of the Environment	The Certificate in GIS for Environmental Management provides students with a broad exposure to the principles and applications of GIS. Students will develop a strong foundation in GIS and Remote Sensing theory and techniques and GIS software skills. It comprises four courses. An Advanced Certificate is also available that comprises six courses.	2003
Faculty of Arts & Science	Renewable Energy	School of the Environment	The program explores historical and current perspective on forms of renewable energy, their current usage in developed and developing nations, drivers in forming markets, and political will. The interdisciplinary approach of this program challenges the learner to explore the impacts of renewable energy on the current global energy picture. It comprises four courses.	2004

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Arts & Science	Water Resource Management	School of the Environment	The Certificate in Water Resource Management aims to increase participants' water IQ, as well as provide a coherent basis for learning about current and emerging water issues at the global, regional and local scale. We will focus on institutional and economic aspects of water in the context of climate change and expected water scarcity. Specifically, the course will present a critical overview of the value placed on water – both explicit and implicit – in today's societies. This Certificate comprises four courses.	2005
Faculty of Dentistry	Certificate Course in Dental Practice Management	Continuing Dental Education	This comprehensive program in dental practice management has been designed to provide the entire dental team with the tools required to understand and implement proven strategies for operational effectiveness and real life business principles specifically for dentistry. The certificate is 10 Saturday sessions over two semesters.	2004
Faculty of Medicine	New and Emerging Academic Leaders Program	Centre for Faculty Development	The program is comprised of three 4-day modules, with a goal is to foster a productive, visionary and collaborative academic leader in the Academic Health Science Network. Participants develop the mindsets and capabilities to successfully lead their division, program, research, education or other academic unit and help enable the success of their academic teams.	2013
Faculty of Medicine	Stepping Stones Teacher Development Certificate Program	Centre for Faculty Development	This program is designed for those interested in an immersion in teacher training and exploration of educator roles. It consists of a series of (27-30) half-day workshops and a journal club that focuses on key issues in health professional education.	2008

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Faculty of Medicine	Collaborative Change Leadership Program	Centre for Interprofessional Education	This is an advanced leadership program designed for leaders who are driven to engage communities in a meaningful way and to create and sustain system change. It covers a nine-month period with five two-day face-to-face sessions and blends these intensive sessions with coaching from faculty within and between sessions. Additional coaching and learning is promoted via an online platform and community of practice.	2012
Faculty of Medicine	EHPIC - Interprofessional Education and Faculty Development Certificate	Centre for Interprofessional Education	This 39.5 hour certificate program aims to develop leaders in interprofessional education who have the knowledge, skills and attitudes to teach both learners and fellow colleagues the art and science of working collaboratively for patient-centered care.	2011
Faculty of Medicine	Aligning Lifelong Learning for Quality (AL4Q) Certificate Program	Continuing Professional Development	This program is designed for professionals working within the field of continuing professional development (CPD) and provides fundamental theory and skill training needed to ensure effectiveness and success of CPD activities. As a webinar-based program, participants will have an opportunity to learn from leading experts in the field and share their experiences with an international audience of learners.	2017
Faculty of Medicine	International CPD Foundations Program	Continuing Professional Development	This program provides fundamental theory and skill training needed to ensure effectiveness and success of continuing professional development (CPD) activities. As a webinar-based program, consisting of ten 1.5 hour sessions, participants will have an opportunity to learn from leading experts in the field and share their experiences with an international audience of learners.	2015

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Faculty of Medicine	5 Weekend Care of the Elderly	Department of Family and Community Medicine	The program curriculum is delivered on 5 weekends over approximately 6 months. Each weekend focuses on a different theme including cognitive impairment, gait disorders, mental health and pain management, geriatric medical problems, and failure to thrive. Participants complete written assignments between weekend sessions, which involve self-reflection on how the new knowledge and skills gained through the course will be incorporated in the management of elderly patients in their practices.	2014
Faculty of Medicine	5 Weekend Musculoskeletal Certificate	Department of Family and Community Medicine	This 5 Weekend program provides the participant with an enhanced learning experience. The unique needs of primary care practitioners are central to the curriculum so that the common educational gaps in MSK knowledge can be bridged. This program will allow the participant to develop and pursue clinical practice questions as a precursor to literature searches, research projects and educational interventions.	2008
Faculty of Medicine	Advanced Certificate Program in Clinical Hypnosis	Department of Family and Community Medicine	This program consists of three workshops. It is designed to improve understanding of the theory and practice of clinical hypnosis in clinical medicine, psychology, dentistry, chiropractic care, social work and nursing. All participants are evaluated by experienced faculty via group practica and discussions of clinical cases and applications from attendees.	2010
Faculty of Medicine	Clinical Research Certificate	Department of Family and Community Medicine	This is an 8-10 month program in research techniques for primary health care providers comprising three taught components and a supervised research practicum.	2013

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	Interprofessional Applied Practical Teaching and Learning in the Health Professions (INTAPT)	Department of Family and Community Medicine	<p>The goal of this program is to provide applied teaching and learning study in a distance accessible part-time format for health practitioner educators.</p> <p>Class sessions with small and large group interactive teaching followed by home study to complete assigned readings and group projects.</p>	2015
Faculty of Medicine	Medical Education Fellowship	Department of Family and Community Medicine	<p>The Medical Education Fellowship is offered over a 1-2 year period. It is a rigorous advanced professional development program intended to strengthen the practice of medical education by developing leadership, teaching, curriculum design, and education research skills of practitioners.</p>	2013
Faculty of Medicine	MSK Connect 2016	Department of Family and Community Medicine	<p>MSK CONNECT is a 3 weekend (6 day) immersion program in musculoskeletal medicine that prepares the clinician to assess, diagnose and advise and treat their patients with evidence based effective care.</p>	2016
Faculty of Medicine	AIEC Cardiac CT	Department of Medical Imaging	<p>This intensive five-day program is designed to provide a focused, comprehensive, and in-depth learning experience principally in cardiac CT with a ratio of one instructor to four students. The curriculum format assumes no prior knowledge and will accommodate trainees with varying levels of experience.</p>	2013

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Faculty of Medicine	Pierre Lasjaunias Neurovascular Educational Team Certificate(PLANET)	Department of Medical Imaging	This longitudinal program consists of 2 one-week sessions held in varying international locations. It is designed for health professionals who wish to enhance their knowledge in neurovascular anatomy and the understanding and management of vascular disorders affecting the central nervous system. Certificate recipients must complete both sessions, taking part in lectures, workshops, panel discussions and case studies.	2010
Faculty of Medicine	Advanced Clinical Practitioner in Arthritis Care	Department of Medicine	The Advanced Clinician Practitioner in Arthritis Care (ACPAC) Program is a unique post-licensure academic and clinical educational program that prepares experienced physical therapists, occupational therapists and nurses for extended practice roles using advanced knowledge and skills training in the diagnosis and management of patients with arthritis. It consists of 5 intensive on-site weeks interspersed with advanced clinical training and self-directed learning opportunities.	2005
Faculty of Medicine	Certificate Program in Patient Safety and Quality Improvement	Department of Medicine	The program, which is offered over the course of 19 weeks, teaches concepts of patient safety and quality improvement using didactic and interactive sessions followed by an evaluative presentation of a project.	2013
Faculty of Medicine	U of T - Hamad Medical Corporation Vestibular Rehabilitation	Department of Otolaryngology - Head and Neck Surgery	This longitudinal program consists of classroom and self-directed learning activities to provide continuous professional development in Vestibular Rehabilitation for health professionals in Qatar.	2013

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Faculty of Medicine	U of T- Hamad Medical Corporation Optometry Program	Department of Otolaryngology - Head and Neck Surgery	This longitudinal continuing education program consists of classroom and self-directed learning activities to provide training in Optometry for eye health professionals in Qatar.	2013
Faculty of Medicine	U of T- Hamad Medical Corporation Clinical Audiology Program	Department of Otolaryngology - Head and Neck Surgery)	This longitudinal continuing education program consists of 5 modules delivered via in-class sessions and self-directed learning activities to provide training in Clinical Audiology for hearing health professionals in Qatar.	2013
Faculty of Medicine	U of T- Hamad Medical Corporation Auditory Verbal Therapy Program	Department of Otolaryngology Head and Neck Surgery	This longitudinal program aims at preparing and training audiologists to assist universal hearing screening program in Qatar.	2013
Faculty of Medicine	Sick Kids Teaching Scholars Program	Department of Paediatrics	SickKids Teaching Scholars Program is a one-year 'teach the teachers' certificate program for junior Teaching Staff and fellows who will be engaged in the training of health care providers for children.	2015
Faculty of Medicine	Advanced Training in Managing OCD	Department of Psychiatry	This program is aimed at building capacity to effectively and confidently care for patients with OCD. It consists of two weekend workshops and up to 12 sessions of clinical case supervision over a 6 month period with a flexible start date	2016

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Faculty of Medicine	Advanced Training Program in Psychoanalytic Psychotherapy	Department of Psychiatry	The ATPPP is offered as a two-year program of integrated seminars and case supervision by psychoanalysts. It is based on a tri-partite model of didactic lectures, clinical supervision and personal psychotherapy. It is designed to help front-line mental health professionals apply knowledge and clinical techniques from psychoanalysis to their work with patients and clients.	2005
Faculty of Medicine	Certificate Program in Health Equity and Diversity	Department of Psychiatry	The Certificate Program aims to provide CAMH staff with a fundamental knowledge and skills needed to plan and implement equitable mental health and addiction programs and services. It is comprised of 6 in-class workshops and two online programs. Participants must complete a minimum of 39 hours of training to obtain the Certificate of Completion in Health Equity and Diversity,	2013
Faculty of Medicine	Concurrent Disorders Certificate Program	Department of Psychiatry	This program is designed to help participants gain skills and knowledge to better identify, assess and provide treatment to people with concurrent disorders. This program requires the completion of a core program followed by two electives, plus a learning contract assignment. All the components are offered online.	2014

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Faculty of Medicine	Dialectical Behaviour Therapy Certificate Program	Department of Psychiatry	The Dialectical Behaviour Therapy certificate program offers clinicians practical, in-depth training in the theory and practice of DBT for the treatment of patients with Borderline Personality Disorder as well as other multi-disordered patients. Participants must participate in 3 of 4 programs in order to obtain the certificate: 1) Part A: An Introduction to Dialectical Behaviour Therapy 2) Part B: An Introduction to Dialectical Behaviour Therapy 3) Part C: DBT, Practice-Based Learning 4) Part D: DBT, Supervised Practice	2008
Faculty of Medicine	IASP Training Program in Psychoanalytic Psychotherapy	Department of Psychiatry	IASP offers a training program in Psychoanalytic Psychotherapy and Psychoanalysis. The two year program consists of seminars and cases under supervision, emphasizing contemporary models of psychoanalytic theory and practice.	2008
Faculty of Medicine	Knowledge Translation Professional Certification	Department of Psychiatry	The Knowledge Translation Professional Certificate (KTPC™) is a five-day professional development program, which aims to develop the competencies of KT professionals (knowledge brokers, KT specialists, etc.) working across all disciplines and sectors. KTPC includes numerous opportunities for networking both during and after the program.	2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	Mindful Psychotherapy	Department of Psychiatry	This interactive, didactic and experientially-grounded 6-day skills-based workshop focuses on using mindfulness and self-compassionate awareness in psychotherapy. Participants must attend 20 hours of longitudinal clinical supervision. Evaluation includes supervisor ratings of knowledge, skills and psychotherapeutic competence.	2014
Faculty of Medicine	Mindfulness-Based Psychotherapy in Women's Mental Health	Department of Psychiatry	This program is tailored to mental health care givers interested in integrating novel mindfulness-based psychotherapeutic modalities into their clinical practice with women living with depression and anxiety. The program consists of 8 consecutive half-days, in which the learner participates in a Mindfulness-Based Cognitive Therapy group in addition to developing their own personal mindfulness practice with guided supervision.	2012
Faculty of Medicine	Narrative Health-Care Atelier and Certificate Program	Department of Psychiatry	This 4-day intensive, didactic, interactive program is followed by a longitudinal project supervision. The workshops review narrative theory and practice in the context of interprofessional healthcare and education.	2015
Faculty of Medicine	Opioid Dependence Treatment Certificate	Department of Psychiatry	This program consists of a core component and two or three electives. It aims is to prepare physicians, pharmacists, nurses and counsellors to provide a comprehensive range of services for people with opioid dependence. By the end of this program, participants will demonstrate enhanced clinical knowledge and skills in screening and assessing, determining treatment approaches, counselling and safe prescribing, dosing and dispensing of methadone and buprenorphine.	2008

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	Psychological Trauma-Back to Basics	Department of Psychiatry	This program consists of two 1.5-day weekend workshops, 20 hours of longitudinal clinical supervision, selected readings and a case report. Evaluation includes supervisor ratings of knowledge, skills and psychotherapeutic competence.	2015
Faculty of Medicine	TEACH Certificate Program	Department of Psychiatry	The Training Enhancement in Applied Cessation Counselling and Health (TEACH) curriculum consists of a Core program, an online pre-requisite and a Specialty program, totalling 43.5 hours. The focus is on both theoretical knowledge and clinical skills. Candidates are required to complete a pre- and post- learning assessment per component and emphasis is placed on advancing change in clinicians' behaviour post-training.	2008
Faculty of Medicine	The Evidence-Based Psychotherapist Workshop	Department of Psychiatry	This interactive program aims to facilitate improved therapeutic outcomes in difficult treatment situations through application of an integrative model and common therapeutic factors. Its format features a combination of didactic presentation and group learning with demonstration and direct application utilizing standardized patients.	2015
Faculty of Medicine	Trauma Level II	Department of Psychiatry	This program offers a practical, skills-based approach to the office-based treatment of patients suffering from a range of effects of psychological trauma program. It consists of two 1.5-day weekend workshops, 20 hours of longitudinal clinical supervision, selected readings and a case report.	2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	Continuing Education Program for Speech-Language Pathologists Advanced Literacy Practices: Making it Happen	Department of Speech-Language Pathology	This 6-month-long program will consist of 36 in-class hours, 2 self-study modules, and 2 practice modules (including the completion of a full language-literacy assessment and a minimum of 3 intervention sessions). Evaluation will consist of multiple choice quizzes, two oral presentations, and a self-reflection questionnaire.	2015
Faculty of Medicine	Practicing Knowledge Translation	Institute of Health Policy, Management and Evaluation	The Practicing Knowledge Translation (PKT) program is a 3 month interactive web-based program that includes a 3 day in-person workshop. Both the online webinars and the in-person workshop use didactic methods of instruction, interactive activities, and independent assignments that work toward building participants' knowledge and skills related to KT theories and practices.	2016
Faculty of Medicine <sup>1</sup>	Education Scholars Certificate Program	Centre for Faculty Development	This two year (248.5 hour) faculty development program is designed for faculty in the health sciences to facilitate their professional development as health professional educators in the areas of education scholarship, leadership, teaching excellence and faculty development. Over the duration of the program, scholars engage in weekly class preparation, and complete assignments and projects that are directly relevant to their educational practices.	2008

<sup>1</sup> The Faculty of Medicine not-for-credit offerings are developed and run through the Office of Continuing Professional Development (CPD). CPD programs are fully accredited by the Committee on Accreditation of Continuing Medical Education (CACME), a subcommittee of the Committee on Accreditation of Canadian Medical Schools (CACMS). Credits are assigned for educational activities based on the criteria established by The College of Family Physicians of Canada (CFPC), and the Royal College of Physicians and Surgeons of Canada (RCPSC). Through RCPSC there are Reciprocal Accreditation Agreements with the American Medical Association (AMA); European Union of Medical Specialists (EUMS) where selected activities are eligible for conversion to credits assigned by these associations.

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine & Dalla Lana School of Public Health	International Interprofessional Wound Care Certificate	Dalla Lana School of Public Health	The International Interprofessional Wound Care Certificate (IIWCC) is a 1 year program consisting of two 4-day compulsory residential weekends, 14 self-study modules, and a selective related to each registrant's day-to-day activities. The aim of this program is to train health professionals who are delivering wound care in practice to provide scientific grounding in the elements of wound healing science, establish interdisciplinary wound healing provision as a field of specialty and to translate new knowledge into practice.	1999
Faculty of Medicine and Dalla Lana School of Public Health	IDEAS - Advanced Learning Program	Institute of Health Policy, Management and Evaluation	This is a five-month program with seven in-class days and two days of virtual and eLearning (66.0 hours). The purpose of the advanced curriculum is to provide the requisite knowledge base and tools that will enable participants to conduct high impact clinical improvement projects, manage and integrate non-clinical processes, and lead quality improvement and change management initiatives. Learners are evaluated based on an oral presentation, a poster presentation and the demonstrated progress of their project.	2013

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Ontario Institute for Studies in Education	Adult Learning and Development – Certificate of Completion <sup>2</sup>	Continuing and Professional Learning	<p>The Adult Learning and Development Program is designed for education professionals who wish to advance their knowledge and skills of workplace learning methods and practices. The program achieves this professional learning need by providing the best balance of adult learning and development theory with existing and emerging workplace learning practices. Education professionals who participate in this program will complete <b>four compulsory</b> course offerings and <b>one elective</b> course offering to achieve an OISE Continuing and Professional Learning Certificate of Completion.</p> <p><b>4 Compulsory Courses:</b></p> <ul style="list-style-type: none"> <li>• Introduction to Adult Learning</li> <li>• Needs Analysis</li> <li>• Evaluation</li> <li>• Instructional Design</li> </ul> <p><b>1 Elective Course:</b></p> <ul style="list-style-type: none"> <li>• Writing for Learner Engagement</li> <li>• Online Learning Environments</li> <li>• Facilitation Skills</li> </ul>	09/01/2011

<sup>2</sup> OISE Continuing & Professional Learning recognizes the learning achievement of education professionals who complete courses and programs with two certificate types: (a) Recognition of Achievement- which requires a minimum of 21 to a maximum of 43 instructional content hours; and (b) Certificate of Completion - which requires a minimum of 43 to a maximum of 144 content hours as well as program learning objectives which evolve across the spectrum of conceptual, procedural and metacognitive learning.

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Ontario Institute for Studies in Education	Bereavement Education – Certificate of Completion	Continuing and Professional Learning	<p>The experience of death is difficult and cannot be avoided. We are often too involved or overwhelmed by our feelings to tap into the spiritual and emotional potential of this experience. We may deny the loss, avoid our feelings or pretend it does not matter. Not attending to these changes in life can lead to possible complications in the quality of one's life.</p> <p><b>A Bereavement Educator will be able to:</b></p> <ul style="list-style-type: none"> <li>• Teach coping skills for healing and growth</li> <li>• Educate volunteers in grief support</li> <li>• Support and facilitate grief groups</li> <li>• Plan workshops and presentations for public education</li> <li>• Discuss the impact of loss and grief on health</li> <li>• Explain the impact of loss and grief in the family and workplace</li> <li>• Recognize and respond to the needs of grieving individuals</li> </ul> <p><b>6 Compulsory Courses:</b></p> <ul style="list-style-type: none"> <li>• Introduction to Bereavement Education and the Grieving Process</li> <li>• Trauma and Grief Throughout the Lifespan</li> <li>• Spiritual, Philosophical and Cultural Issues in Grief and Trauma</li> <li>• Variables and Risks that Affect Trauma and Grief</li> <li>• Families Coping with Trauma and Grief</li> <li>• Special Losses/Support and Healing Groups</li> </ul>	09/16/2016
Ontario Institute for Studies in Education	First Nations Schools Principal Course – Certificate of Completion	Continuing and Professional Learning	<p>The First Nations Schools Principals' Course is designed for Principals, Vice Principals and aspiring school leaders on reserve schools to develop educational leadership skills and school improvement strategies. The curriculum includes readings, resources, discussions and case studies directly related to working in Band-operated schools. The program is offered as a blended format, in that it is delivered 2 days on-campus in Toronto, followed by 8 months of online learning, including video conferencing, peer networking and practical experience</p>	09/23/2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Ontario Institute for Studies in Education	Foundations of Programming for Young Children- Certificate of Completion	Continuing and Professional Learning	Learners will explore how children grow and change during the Kindergarten years, recent research into brain development and learning, the acquisition of literacy and numeracy, how classroom management and set-up affects emotional and social well-being, the skills of observing and reporting play behaviours, the importance of the family in educational preparedness, and innovative practice. There are 25 hours of assignments, 56 hours of in-class instruction and 44 hours of online work.	09/01/2015
Ontario Institute for Studies in Education	Implementation of Programming for Young Children – Certificate of Completion	Continuing and Professional Learning	<p><b>Pre-requisite:</b> Successful completion of Foundations of Programming for Young Children.</p> <p>Learners will build on the content and extend the learning of the first Foundations course. Emphasis is placed on planning inquiry-based programs and assessment for learning, of learning and as learning in play-based learning environments. There are 25 hours of assignments, 56 hours of in-class instruction and 44 hours of online work.</p>	10/04/2016
Ontario Institute for Studies in Education	Learning Experience Design – Recognition of Achievement	Continuing and Professional Learning	<p>User Experience (UX) in the technology landscape has emerged as critical for organizations which are serious about engaging their customers in mobile and digital environments. With the influence of technology within the education space, Learning Experience Design is the synthesis of user experience design methodology, instructional systems design and educational pedagogy/andragogy. The Learning Experience Design Program introduces education professionals to the attributes and processes of Learning Experience Design in order to advance their professional skill-set for developing learning solutions which produce compelling and engaging learning experiences.</p> <p><b>3 Compulsory Courses:</b></p> <ul style="list-style-type: none"> <li>• Fundamentals of Learning Experience Design</li> </ul>	01/01/2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<ul style="list-style-type: none"> <li>• Writing for Learner Engagement</li> <li>• Learning Campaigns: Applying Elements of Learning Experience Design</li> </ul>	
Ontario Institute for Studies in Education	Solution-Focused Brief Therapy – Certificate of Completion	Continuing and Professional Learning	<p>The Solution-Focused Brief Therapy (SFBT) Program is intended to teach solution-building skills at a specialist level. Learners will learn the skills to conduct interviews in which clients’ existing strengths and resources are utilized to help them find solutions to a wide range of human difficulties. The solution-focused approach represents a paradigm shift from the classical problem-focused and symptom-based, to a post-modern solution-focused and strength-based interventions.</p> <p><b>3 Compulsory Courses:</b></p> <ul style="list-style-type: none"> <li>• Foundations, Assumptions, Theory and Skills</li> <li>• Single Session Practicum</li> <li>• Clinical Case Presentation</li> </ul> <p><b>3 Elective Courses:</b></p> <ul style="list-style-type: none"> <li>• Crisis Intervention</li> <li>• Group Applications</li> <li>• Couple and Family</li> <li>• Mindfulness in Solution-Focused Brief Therapy: An Integrated Approach</li> <li>• Child and Adolescent</li> <li>• Promoting Post-Traumatic Growth</li> </ul>	09/16/2016
Ontario Institute for Studies in Education	Teaching and Learning Walks: Making Leadership Visible – Recognition of Achievement	Continuing and Professional Learning	<p>The purpose of Teaching and Learning Walks is to examine classroom instruction in a purposeful, collaborative and systematic manner in order to effectively advance teaching and learning practice within your school. Teaching and Learning Walks is an idea originally adapted from the medical community and the education practice of medical rounds that doctors use to develop medical practitioner’s competence in effective patient care. The idea was further</p>	11/01/2015

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>adapted to advance effective teaching and learning practice in the K-12 school systems and was referred to as instructional rounds in North America.</p> <p>The course is targeted at school leaders, primarily Principals and Vice-Principals who are responsible for leading teaching and learning in their institutions.</p> <p>A blended program of 30 hours that is comprised of classroom facilitation with a Teaching and Learning Walk practicum along with online reading and assignments</p> <ul style="list-style-type: none"> <li>• Pre-class online readings (5 hours)</li> <li>• In-class instruction on rationale and components of the TIDE protocol, developed at Harvard by Dr. Richard Elmore and feedback strategies (10 hours)</li> <li>• Walk through with facilitator (5 hours)</li> <li>• Practicum walk and report using TIDE protocol (10 hours)</li> </ul>	
Ontario Institute for Studies in Education	Teaching English As a Foreign Language Online (TEFL Online) – Certificate of Completion	Continuing and Professional Learning	<p>The TEFL Online program provides the foundations in Teaching English as a Foreign Language training. The curriculum progresses from the underlying theories of language learning, to the creation of learner-centered lessons, and culminates in what K-12 teachers need to know in order to teach abroad. The TEFL courses are designed for educators who wish to teach English in international contexts.</p> <p>There are three certificate courses delivered on line (100 hours, 120 hours, 150 hours)</p> <p><b>100-hour TEFL curriculum</b></p> <p>The 100-hour TEFL course is comprised of six core units, as follows:</p> <p>Unit 1: Introduction to English Language Teaching (10 hours)            Unit 2: Teaching Language Skills (25 hours)            Unit 3: Adapting Subject-Specific Content (10 hours)            Unit 4: Structuring and Delivering Lessons (20 hours)            Unit 5: Managing Your Teaching Environment (25 hours)</p>	04/01/2012

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>Unit 6: Resources and Materials (10 hours)</p> <p><b>120- and 150-hour TEFL curriculum</b></p> <p>In addition to the six core units above, candidates in the 120- and 150-hour TEFL courses are required to complete two elective specializations of 10-hours each from the list below for the 120 hour course and five elective and required specializations for the 150 hour course:</p> <ul style="list-style-type: none"> <li>• Teaching English to Korean Speakers</li> <li>• Teaching English to Arabic Speakers</li> <li>• Teaching English to Mandarin Speakers</li> <li>• Teaching English to Young Learners</li> <li>• Teaching Test Preparation Courses</li> <li>• Teaching Business English</li> <li>• Digital Technology in the Classroom*</li> <li>• Learner-Centred Lessons*</li> <li>• Teaching Abroad*</li> </ul>	
Ontario Institute for Studies in Education	Teaching in Ontario's Catholic Schools – Certificate of Completion	Continuing and Professional Learning	<p>The Teaching in Ontario's Catholic Schools course is open to OISE Teacher Education Candidates only - Master of Teaching in Teaching, Child Study and Education and Concurrent Teacher Education Program. Catholic School Boards require this course as a pre-requisite for a job interview and as a condition of employment. There are 3 hours of assignments, 24 hours of in-class instruction and 9 hours of online work.</p> <p><b>Major Themes</b></p> <ul style="list-style-type: none"> <li>• History of Catholic Education in Ontario</li> <li>• Catholic Anthropology and Christology</li> <li>• Faith as Revelation and Relationship</li> <li>• Theological Foundations of Catholic Schools</li> </ul>	09/01/2006

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<ul style="list-style-type: none"> <li>• Introduction to Religion and Family Life Programs</li> <li>• Catholic Graduate Expectations</li> <li>• Introduction to Integrated Catholic Curriculum</li> <li>• Introduction to Scripture</li> <li>• Catholic Social Teaching</li> <li>• Morality</li> <li>• Sacraments</li> <li>• Ecclesiology</li> </ul>	
School of Continuing Studies	Academic English		<ul style="list-style-type: none"> <li>• Improve your prospects for post-secondary success.</li> <li>• Satisfy the language requirements for admission to most degree programs at the University of Toronto.</li> <li>• Develop your ability to effectively communicate in an academic environment.</li> </ul> <p>This rigorous certificate program brings together highly motivated students who want to improve their use of academic English. It has helped non-native English speakers from more than 55 countries strengthen their skills for real-world academic situations. You'll get personalized feedback to develop the skills you need to share academic ideas and communicate in an academic context. Enjoy access to University of Toronto libraries, computer systems, events and many services while studying at one of the world's best universities.</p>	June 12, 2002
School of Continuing Studies	Accounting - Level 1		<ul style="list-style-type: none"> <li>• Correctly interpret accounting and financial statements.</li> <li>• Make better business decisions based on proven accounting principles.</li> </ul> <p>This introductory certificate covers the basic principles of accounting. You'll learn how to measure and report financial transactions and study business applications for accounting theory. You'll emerge with a broad overview of economic theories - both micro and macro - and know how to apply them to current issues. You'll be introduced to the Canadian legal landscape, as it applies to the administration of business. You'll expand your working knowledge and</p>	November 13, 2008

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			professional competencies and better prepare yourself for a career in public accounting, business, finance, government, and the not-for-profit sector.	
School of Continuing Studies	Accounting - Level 2		<ul style="list-style-type: none"> <li>• Learn more advanced accounting, management, and statistical techniques.</li> <li>• Improve business performance through more accurate data measuring and reporting.</li> </ul> You learned the basics of accounting in earning your Level I certificate. In Level II, you'll expand your knowledge and skill, and improve your prospects for a rewarding career in accounting. You'll learn what managers need to know about finance and accounting. You'll see how data are used for planning, controlling and decision-making, and how good measurement and reporting can help organizations forecast their liabilities, contingencies, shareholders' equity, and future employee benefits. You'll learn probability concepts and techniques for describing and measuring data. You'll also work on writing clearer reports, responses, briefing notes, and issue-critical news releases.	November 13, 2008
School of Continuing Studies	Accounting - Level 3		<ul style="list-style-type: none"> <li>• Make better strategic decisions using sound financial planning and management.</li> <li>• Choose and manage systems that make a business more efficient and competitive.</li> </ul> Now that you have a solid understanding of basic accounting principles, you're ready to study the underlying framework. In this Level 3 certificate, you'll grow your knowledge of accounting and your ability to apply it in a range of positions. You'll study the impact financial management has on business-strategy development. You'll learn how sound management of information technology systems (MIS/IT) can maximize an organization's business capabilities and give it the competitive advantage it needs in the 21st century.	November 13, 2008
School of Continuing Studies	Advanced Business Process Management		<ul style="list-style-type: none"> <li>• Deepen your knowledge of key areas crucial to your success as a BPM practitioner.</li> <li>• Learn how to manage all aspects of a process improvement project, from defining its requirements to successful implementation.</li> </ul>	December 14, 2012

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>To succeed in business process management, you have to be able to redesign processes, adopt new quality-improvement practices and use information technology effectively. This certificate consists of six courses drawn from other School of Continuing Studies programs: three from Business Process Management and one each from Project Management, Lean Six Sigma, and Business Analysis. Whatever your background - improvement specialist, customer service manager or supervisor, business analyst, project or process manager, financial services provider, or IT professional - you'll bring your skills to a new level and emerge with advanced knowledge in key management areas.</p>	
School of Continuing Studies	Advanced Project Management		<ul style="list-style-type: none"> <li>• Take advantage of short modular courses designed specifically for working professionals.</li> <li>• Develop advanced analytic and management skills and earn professional development units (PDUs) approved by the Project Management Institute (PMI).</li> </ul> <p>A good way to advance your career is to develop advanced project management skills that help you manage more complex projects and respond to a wider range of challenges. This certificate is ideal for working professionals in any sector. Whether you're starting out in project management or have been fulfilling that responsibility without formal training, you'll learn advanced concepts of project management and how to put them into practice. You'll also come away with a working knowledge of software and the challenges involved in managing international projects.</p>	March 24, 2009
School of Continuing Studies	Advertising		<ul style="list-style-type: none"> <li>• Prepare for a client or agency role by learning advertising from the ground up.</li> <li>• Create digital and traditional campaigns that maximize ROI, from first idea through execution to final evaluation.</li> </ul> <p>Whether you're new to advertising or well into your career and are seeking new skills, this certificate will show you what works in today's rapidly changing marketplace. You'll discover how to use a variety of platforms, new and traditional, to guide consumer decision-making.</p>	November 13, 2008

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>You'll acquire tools to help you pitch ideas and present concepts, and develop and implement creative strategies. You'll learn how to use free and paid media to understand and communicate with your audience. Your instructor will provide an effective mix of lectures, readings, case studies, exercises, and assignments.</p>	
School of Continuing Studies	Applied Mindfulness-Based Chronic Pain Management (MBCPM™) Facilitation		<ul style="list-style-type: none"> <li>• Discover how aligning the mind and body can help people manage chronic pain.</li> <li>• Learn how to train others in this life-changing practice.</li> <li>• Earn both the School of Continuing Studies Certificate in Methodological Approaches to Applied Mindfulness Meditation, and a Certificate in Applied MBCPM™ awarded by the NeuroNova Centre.</li> </ul> <p>People with chronic pain face unique challenges in everyday life, including difficulty in maintaining positive relationships. If you're a health-care professional with a mindfulness practice, this unique certificate program will give you the comprehensive training you need to help people better manage their chronic pain. It's offered as one course with three main, progressive components: five days of practical training; four days of curriculum teaching; and 21 hours of online work on curriculum implementation. You'll emerge ready and able to reduce suffering, emotional and physical, among individuals and groups. You'll get the skill and insight you need to facilitate Mindfulness-Based Chronic Pain Management courses and supervise others who want to follow in your footsteps.</p>	January 24, 2017
School of Continuing Studies	Applied Project Management		<ul style="list-style-type: none"> <li>• Acquire practical project management skills that address real-life situations.</li> <li>• Personalize your program with the daytime courses that best meet your needs.</li> <li>• Develop the soft skills and talent employers look for.</li> </ul> <p>Become the kind of project manager most valued by employers today – someone who combines communication abilities, soft skills, and business intelligence, and who knows that well-considered projects support organizational strategies and drive growth. This unique</p>	October 13, 2010

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>certificate will make the tools and techniques of project management come alive. You can personalize your program by selecting the courses that meet your learning needs. You'll learn essential project management skills so you can navigate project politics with confidence. You'll find out how to harness culture in a globally connected and diverse workplace, and create business value by aligning strategy and flexible implementation to deliver on strategic projects. These daytime courses are geared to people who want to add in-demand project management skills to their portfolio or get started on a career in this expanding field.</p>	
School of Continuing Studies	Applied Specialization in Mindfulness Meditation		<p>Applied Specialization in Mindfulness Meditation courses (previously Mindfulness Meditation Level B) will lead learners to apply the knowledge foundations from the Foundations in Applied Mindfulness Meditation certificate towards a more specialized application. To meet Applied Specialization in Mindfulness Meditation certificate requirements, students choose four courses from any of the five specializations of interest: <i>Clinical Mindfulness and Psychotherapy, Contemplative Education, The Mind at Work and Mindful Leadership, Mindfulness and the Contemplative Arts, and The Embodied Mind.</i></p>	August 19, 2016
School of Continuing Studies	Brand Journalism & Multimedia Storytelling		<ul style="list-style-type: none"> <li>• Learn how world-class multimedia campaigns are created.</li> <li>• Emerge with a portfolio of work that shows your skill and understanding of the visual web.</li> </ul> <p>How do you weave words, graphics, audio, and video into a coherent and compelling design? How do you know which platforms and media to include? This new certificate will unveil the art of visual storytelling. It's geared to marketers, community managers, communications professionals, brand managers and entrepreneurs working in the private, public, and not-for-profit sectors. You'll learn about content creation, brand journalism, scriptwriting, video and audio production, photography, and data visualization. Your instructors are industry leaders in marketing communications, brand management, journalism, and the creative arts. They'll share their insights into storytelling, production and design and provide feedback on the portfolio of</p>	April 23, 2015

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			work you create. The program offers a range of digital and online technologies you can access anywhere and anytime.	
School of Continuing Studies	Brand Management		<ul style="list-style-type: none"> <li>• Understand what it takes to build a strong brand that drives company growth.</li> <li>• Win more customers - and get the most out of the ones you already have.</li> </ul> <p>Companies intent on building strong brands need effective brand managers. The Certificate in Brand Management will help you develop and execute superior strategies that align brand and business goals. You'll learn how to track brand equity and value, evaluate the return on investment (ROI) of individual marketing investments and explore and develop new leadership skills. Whether you're a brand, product or marketing executive or a business owner, achieving this certificate will deliver valuable insights into the fundamentals and strategic nuances of managing brands.</p>	March 15, 2013
School of Continuing Studies	Building Science		<ul style="list-style-type: none"> <li>• Learn the essential elements of building design and construction technology.</li> <li>• Position yourself for greater success in the building science industry.</li> </ul> <p>The building industry needs people who understand how the many different components of a building and its environment interact. The only program recognized by the Ontario Building Envelope Council (OBEC), this certificate will give you the knowledge you need to meet growing industry demands and earn your BSSO designation. You'll increase your understanding of building design and failure. Current members of OBEC are eligible for a 15 per cent discount. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science.</p>	August 6, 2010
School of Continuing Studies	Business Analysis		<ul style="list-style-type: none"> <li>• Identify business needs and problems and facilitate solutions that work.</li> <li>• Acquire practical skills that add value to your organization.</li> <li>• Get closer to coveted professional designations and certifications</li> </ul>	October 20, 2009

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>If you want to be a business analyst, or apply more business analysis to project management, this certificate is for you. You'll learn to add value by working with your business clients to identify problems, articulate their needs, and verify and document requirements to facilitate solutions. The three-course program will suit anyone wanting stronger business analysis skills, including project and process managers, financial analysts, and service providers, IT managers and other specialists. You'll emerge with valuable skills and you'll also be closer to the coveted professional designations from the International Institute of Business Analysis (IIBA) and the Project Management Institute (PMI). Visit our <a href="#">IIBA</a> and <a href="#">PMI</a> webpages for more information on how the School of Continuing Studies' Certificate in Business Analysis and business analysis courses can assist you in working towards these designations. The textbook for all courses in this certificate is the BABOK® Guide v3.</p>	
School of Continuing Studies	Business Analysis for Financial Services		<ul style="list-style-type: none"> <li>• Identify needs and problems in the financial services sector and facilitate solutions that work.</li> <li>• Acquire practical skills that add value to your organization.</li> <li>• Get closer to earning coveted professional designations and credentials.</li> </ul> <p>If you want to be a business analyst in the financial services sector, or apply more business analysis to projects in this sector, this certificate is for you. You'll learn to add business value in financial services by working with your business clients to identify problems, articulate their needs, and verify and document requirements to facilitate solutions. The three-course program will suit anyone wanting stronger business analysis skills, including project and process managers, financial analysts, and service providers, IT managers and other specialists in financial services. You'll emerge with valuable skills and knowledge, and you'll also be closer to such coveted professional designations from the International Institute of Business Analysis (IIBA) and the Project Management Institute (PMI). The textbook for all courses in this certificate is the BABOK® Guide v3.</p>	March 15, 2012

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
School of Continuing Studies	Business Communications		<ul style="list-style-type: none"> <li>• Strengthen your business communication skills and your career potential in this flexible three course Certificate program available both Online and In-Class.</li> <li>• Write, speak, and negotiate with confidence and clarity.</li> </ul> <p>What skill do companies rate as most important when looking for new employees? The ability to communicate with people inside and outside the organization. This three-course Certificate in Business Communications will help you master these vital skills. Practical and industry-driven, the Certificate focuses on mastering communications in a business environment: business writing; business presentations; and persuasion and negotiation. Available In-Class or in a flexible and compact online format allowing you to take the courses wherever you live, whenever your schedule allows. You'll learn how to use concise and plain language to get your message across to any audience. You'll complete the program with the confidence and tools you need to write effectively, craft winning sales pitches, deliver persuasive presentations, or negotiate effectively on your organization's behalf.</p>	February 1, 2016
School of Continuing Studies	Business English for International Professionals		<ul style="list-style-type: none"> <li>• Improve your written and spoken English at work.</li> <li>• Learn in real business and professional situations.</li> <li>• Receive personalized feedback from qualified instructors.</li> </ul> <p>Are you an internationally educated professional who already speaks English well, with a proficiency level of high-intermediate to advanced? This certificate program will help you improve both speaking and writing, boosting your confidence and communication skills. You'll get personalized feedback in a friendly and supportive environment as you eliminate grammatical mistakes and learn to make yourself understood more clearly. You'll also enjoy access to University of Toronto libraries and many services and events.</p>	September 18, 2009

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School of Continuing Studies	Business English for International Professionals Advanced		<ul style="list-style-type: none"> <li>• Polish your business English.</li> <li>• Write and speak better in all professional situations.</li> <li>• Master a range of tones to match different needs.</li> </ul> <p>Improve your writing skills for emails, letters, and reports. Enhance your speaking skills for complex business exchanges, such as negotiating and persuading, giving presentations, and participating in meetings. You'll work with other internationally educated professionals with advanced skills. Take part in an active-learning environment with meetings, case-study analysis, and role-playing. Independent work outside class will help you put your newly acquired skills to use in your business and professional life.</p>	February 14, 2011
School of Continuing Studies	Business Innovation		<ul style="list-style-type: none"> <li>• Gain the knowledge, skills, and tools to drive strategic innovation in your organization.</li> <li>• Get hands-on experience in identifying, planning, and executing your own innovation projects.</li> </ul> <p>Are you an organizational leader or manager who aims to create growth for your organization through strategic innovation? If yes, this certificate will help you develop your intrapreneurship skills and create a sustainable culture of innovation in your organization. The courses guide you through the entire innovation process, from building an initial business case to making innovation a sustainable practice. Through discussions, group exercises and case studies, you'll identify, plan and execute your own innovation projects and engage with other innovation-minded business leaders. All courses provide practical experience you can apply immediately and effectively.</p>	August 9, 2010
School of Continuing Studies	Business Management Fundamentals		<ul style="list-style-type: none"> <li>• Learn the theories and practices of successful professional management.</li> <li>• Acquire professional skills that can help advance your career.</li> <li>• Develop your personal leadership and management expertise.</li> </ul>	June 12, 2002

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			<p>Mastering the fundamentals of management can help you launch your business career, change jobs, or assume more responsibility at work. This comprehensive program will give you the knowledge and foundational skills you need for business and management leadership. You'll be able to add new capabilities to your résumé and pursue professional designations with greater confidence.</p>	
School of Continuing Studies	Business Process Management		<ul style="list-style-type: none"> <li>• Gain the knowledge and skills you need to work in the growing field of business process management.</li> <li>• Learn why business processes are the key drivers of workflow and workload.</li> <li>• Acquire knowledge toward a Certified Business Process Professional (CBPP®) designation awarded by the Association of Business Process Management Professionals (ABPMP).</li> </ul> <p>Business process management is all about being competitive - managing change, driving workflow and workload, and improving efficiency. This program will give you the deep insights you need to work in this growing field, learning to analyze and optimize business processes and facilitate change. This certificate will benefit process improvement specialists, customer service managers and supervisors, business analysts, project and process managers, financial services providers and IT analysts and managers.</p>	October 15, 2010
School of Continuing Studies	Clinical Hypnosis for Clients and Groups		<ul style="list-style-type: none"> <li>• Grow your professional practice by becoming an accredited clinical hypnotist.</li> <li>• Enable individual clients or groups to make empowering, long-lasting changes.</li> <li>• Know when to use hypnosis in your practice – and when not to.</li> </ul> <p>Whether you work with groups or individual clients, hypnosis can offer an important contemporary approach to encourage change. In this three-course certificate program, you'll learn to use clinical hypnosis to eliminate fears, blocks, and self-defeating damaging patterns and behaviours. You'll discover how this gentle yet effective protocol works at the subconscious level, and how you can help clients strengthen their self-esteem and own their lives. You'll be</p>	August 15, 2016

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			<p>able to facilitate habit and emotional changes – including weight loss, smoking cessation, and stress management – at a surprisingly fast rate. The courses build on one another using documentation, demonstrations, and in-class practice. You'll cover several specialized areas of applied hypnosis that use complimentary techniques, including NLP, Visualization, and Systemic Desensitisation.</p>	
School of Continuing Studies	Cloud Computing		<ul style="list-style-type: none"> <li>• Understand how cloud computing evolved and how its systems are designed and built today.</li> <li>• Learn how to evaluate different vendor products and services.</li> </ul> <p>Cloud computing is now integral to the digital economy. Companies value people who can understand and evaluate the design, architecture, and frameworks of cloud systems. This program will help you understand different service models, including Software as a Service (SaaS), Platform as a Service (PaaS) and Infrastructure as a Service (IaaS). You'll explore technology choices and development tools and get a market overview of current cloud providers. Other subjects include security and disaster recovery. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science.</p>	December 12, 2013
School of Continuing Studies	Competitive Intelligence		<ul style="list-style-type: none"> <li>• Advance your career by building sought-after skills in all aspects of competitive intelligence (CI).</li> <li>• Learn how to use competitive intelligence to set your organization apart in today's crowded marketplace.</li> </ul> <p>In today's hyperconnected and competitive environment, organizations need to stay ahead of their competition. CI is one sure way to avoid surprises, monitor trends, identify insights, connect the dots between data sets and grow market share. This three-course certificate is designed to help individuals and organizations start or refresh their CI programs. Workshops, group exercises, case studies and discussions will show you how to manage and grow an intelligence function. You'll acquire robust analytical skills and learn how to align CI with</p>	February 1, 2016

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			<p>company strategy. You'll find out how to support primary and secondary research, and use the right tools, reporting methods and templates. The program is geared to marketing and sales professionals, librarians, information professionals and record keepers - anyone aiming to get more out of information and analysis. This certificate is offered in collaboration with the Faculty of Information.</p>	
School of Continuing Studies	Conversational Arabic		<ul style="list-style-type: none"> <li>• Learn a language that is increasingly important in world affairs and is the medium of Arab scholarship, media, culture, and religion.</li> <li>• Improve your business prospects, travel and tourism opportunities, and family relationships if you are a heritage speaker.</li> </ul> <p>This certificate focuses on Arabic (Modern Standard), the language of education, scholarship, formal communications, and media. You'll learn the most balanced language base for studying Arabic, a moderate idiom that bridges the classical Arabic of literature and the Qur'an to the commonly spoken dialects of 22 Arab countries. By the program's end, you'll have reached A2 in the grid used by the <a href="#">Council of Europe's Framework of Reference for Languages (CEFR)</a>. Some material from B1 will also be introduced.</p>	April 30, 2013