

Wyoming Community College Commission
Request for
New, Pilot or Revised Degree or Certificate

A. College: Laramie County Community College

B. Date submitted to WCCC: _____

C. Program

1. Request for:

New Program Pilot Program Revised Program

2. Program Title: Personal Trainer

3. Degree or Certificate to be awarded:

Degree: AA AS AAS Other

Certificate

4. Educational Pathway:

Energy Construction Hospitality Technology

Health Care Other—Personal Training

5. Total number of credit hours: 23

6. Suggested CIP (Classification of Instructional Program) code (6-digit):

31.0507 Physical Fitness Technician

7. Planned semester/year new program will begin: Fall 2016

8. Will any part of this program be provided by non-accredited vendor(s)?

YES (Provide details) NO

9. Will all or part of this program be available to students via online or other distance education technologies?

At the start of the program? Within three years of the start of the program? No

Currently some of the courses are offered online. The courses that are offered online include HLTK 1210 Human Body Systems, HLTK 2300 Health Care Ethics, and HOEC 1140 Nutrition. Due to the hands-on experiential requirements of personal training, face-to-face classes are essential. These classes include KIN 1007 Fitness Component: Cardiovascular Endurance, KIN 1008 Fitness Components: Muscular Strength/Muscular Endurance, KIN 2135 Personal Trainer Education and KIN 2470 Exercise Science Practicum I.

D. Program description as it will be included in college catalog:

The Personal Trainer program is designed to assist students in gaining the knowledge and skills required to become a certified personal trainer. Students who complete the certificate will be well prepared to sit for national exams offered by certifying agencies. These agencies include the American College of Sports Medicine, the National Strength and Conditioning Association, and the American Council on Exercise.

Personal trainers that have been certified through one of the listed agencies are eligible to be employed at any major health club such as 24 Hour Fitness, Gold's Gym and the YMCA. Students may also begin a private business as a personal trainer or work within organizations as health and wellness coaches.

By completion of the certificate students will learn how to design, implement, and evaluate individual exercise programs; perform fitness assessments; and explain physiological changes that occur during exercise. Students who complete this certificate and pass the certifying agencies exam, which can be taken on the LCCC campus, can begin training clients while working on their A.S. or B.S. in Exercise Science. At the completion of the Personal Trainer program students may take the national certification exam which is an additional cost of approximately \$280.00.

1. Expected Student learning outcomes from completion of the program:

Students will be able to:

- Design, implement, and evaluate individual exercise programs for diverse populations.
- Perform health and performance related fitness assessments for diverse populations.
- Communicate the acute, short, and long term physiological adaptations of exercise and physical activity.

2. Program Layout by Semester:

Course	Title	Credits
HLED 1221	Standards First Aid and Safety	2
HLTK 2300	Health Care Ethics	3
KIN 1006	Fitness Component: Flexibility	2
KIN 1008	Fitness Component: Muscular Strength/Muscular Endurance	2
PEAC 1295	Individualized Exercise Program	1
PEPR 2050	Care and Prevention of Athletic Injuries	2
Semester Credits		12
Course	Title	Credits
HLTK 1210	Human Body Systems	3
HOEC 1140	Nutrition	2
KIN 1007	Fitness Component: Cardiovascular Endurance	2
KIN 2135	Personal Trainer Education	3
KIN 2470	Exercise Science Practicum I	1
Semester Credits		11
Total Credits		23

E. New course prefixes:

1. Recommended Level of Instruction if the community college is using a new course prefix:

No new prefixes Suggested level of instruction

2. New Course prefixes, numbers and titles have been coordinated:

with UW (transfer) Yes No Not Applicable
 or WCCC (career technical) Yes No Not Applicable

F. New course descriptions:

The following are course descriptions for each new course in the program (include prefix, course number, title, credit hours and description):

All courses within the certificate program are currently offered on our campus.

G. Can this program be delivered by current faculty? If not, what are the plans, budget and timeline for bringing on needed instructors?

Current faculty on the LCCC campus will be teaching these courses as they are all currently offered on the LCCC campus.

H. Summary of input from and coordination with citizens, business and industry or k-12 education:

The Exercise Science Advisory Committee, which consists of representation from LCSD1, UW, UNC, current Exercise Science students, community members, and faculty, support the addition of this certificate program. In Advisory meetings in 2013 and 2014, the committee strongly supported adding this certificate program. The most recent Exercise Science Advisory Committee meeting occurred in October 2015 and the committee voiced support for the addition of this certificate. The committee believes that building skills which can lead from a certificate to an A.S. in either Exercise Science or Physical Education Teacher Education (PETE) provides options for our students that they don't currently have. The skills learned through the Personal Trainer certificate will help students to be certified professional trainers and prepare them for other professions in Exercise Science fields.

I. Resources required to start and sustain the program and the current plan to meet those resource needs through college or other external funds:

We currently offer the courses on the LCCC campus so no additional resources are needed for this certificate to be offered. The addition of the certificate would allow Exercise Science majors to scaffold this certificate to their A.S. in Exercise Science and continue to a B.S. if so desired. Additionally Physical Education Teacher Education (PETE) majors may also choose to complete this certificate as it would provide them the means to have a part time job while completing their education. The certification travels with students so if they were to transfer, students could continue to train clients in their respective areas wherever they choose to transfer to.

J. Projected demand in Wyoming and Nation for five years from the proposed implementation date (career technical programs:

1. State and National Trends

United States	Employment		Percent Change	Job Openings
	2014	2024		
Fitness Trainers and Aerobics Instructors	279,100	302,500	8	65,000
Wyoming	Employment		Percent Change	Job Openings
	2012	2022		
Fitness Trainers and Aerobics Instructors	615	726	18.1	184

Source:

- National Data Source: Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Fitness Trainers and Instructors, on the Internet at <http://www.bls.gov/ooh/personal-care-and-service/fitness-trainers-and-instructors.htm>
- State Data Source: [Wyoming Department of Employment Research & Planning](http://doe.state.wy.us/lmi/proj2005/long_occ2014.htm)
[http://doe.state.wy.us/lmi/proj2005/long_occ2014.htm](http://doe.state.wy.us/lmi/projections/2014/long-term-occupational-2012-2022.htm)
<http://doe.state.wy.us/lmi/projections/2014/long-term-occupational-2012-2022.htm>

Other trend information that would assist the Commission:

The statistics for Wyoming were found at:

<http://doe.state.wy.us/lmi/projections/2014/long-term-occupational-2012-2022.htm>

2. State and National Wages

Location	Pay Period	2014				
		10%	25%	Median	75%	90%
United States	Hourly	\$8.71	\$10.84	\$16.82	\$24.48	\$32.48
	Yearly	\$18,110	\$22,540	\$34,980	\$50,920	\$67,560
Wyoming	Hourly	\$7.88	\$9.77	\$11.66	\$16.30	\$20.95
	Yearly	\$16,400	\$20,300	\$24,200	\$33,900	\$43,600

Source:

- Bureau of Labor Statistics, Occupational Employment Statistics Survey
- National Data Source: <http://www.bls.gov/oes/current/oes399031.htm>
- State Data Source: http://www.bls.gov/oes/oes_dl.htm (State Cross-Industry Estimates)

Other wage information or comments that would assist the Commission:

We used the following link to gather current information for the State of Wyoming, <http://www.onetonline.org/link/summary/39-9031.00#WagesEmployment> . This site doesn't provide information on the 25% and 75% pay amount therefore we determined those numbers by estimating with use of the 10% and 90% median, respectively.

3. Primary student audience identified for this program:

The potential audiences can be divided into three groups:

The first audience are those students who want to earn a certificate and become certified personal trainers and enter the work force. Potential employment opportunities are fitness organizations such as 24 Hour Fitness, YMCA, and other similar health focused organizations.

The second student audience would be those students who are pursuing an Exercise Science degree. These students will have the ability to become a certified personal trainer and begin working in the field while continuing their education. This would allow

students the ability to work as personal trainers at times that work for their schedules and continue their education. Students have the ability to scaffold from the Personal Trainer Certificate to A.S. in Exercise Science, and continue, if so desired, to a B.S. in Exercise Science. Additionally, as the certification is national, the student would be, regardless of which university was attended, able to continue personal training.

The third audience are those individuals who may have other occupations but are interested in getting certified to be personal trainers and want to use personal training as a second or part time job for supplemental income.

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:

5 Year One 8 Year Two 10 Year Three

The basis for this estimate is based on the current number of Exercise Science majors in the program at LCCC. As we have discussed with our current majors and our advisory committee, the students have indicated an interest in working towards this certification. Our advisory committee supports the addition of this certificate program as it allows another potential avenue for students and others to get the necessary education to enable them to be successful, well-trained certified personal trainers.

K. Student recruitment and program marketing strategies to attract the broadest range of individuals for this particular certificate:

We have multiple approaches to employ. The first avenue is internal recruitment. This will be done by having the Personal Trainer Certificate explained in our welcome letter that is given to all incoming Exercise Science majors.

Another internal recruitment strategy is advertising during home athletic events which draw college students and community members. Advertising at these events offers a broad base in which we can market this certificate. This type of marketing would also help attract individuals whose occupation is outside of Exercise Science, but are still interested in becoming a certified personal trainer.

The LCCC Physical Education building also hosts numerous events held on the LCCC campus. These include athletic camps, youth sports, and law enforcement training. We can provide information to those specific groups to allow for identification and promotion of the program at a very broad, community-based level.

External recruitment will also be part of the marketing strategy. This includes working with area health clubs to promote this certificate program. Informational videos and radio appearances will also be set up through LCCC’s Public Relations department.

L. Identification of similar programs at Wyoming Community Colleges and an overview of results of discussions with faculty and administrators at the relevant colleges regarding curriculum and possible joint projects:

Due to the distance between LCCC, WWCC, and NWCCD joint projects would be limited. Faculty summits to discuss best practices would be beneficial and could be established via distance learning and/or communication. Collaborations on course content and the sharing of new requirements and regulations in the state would be ongoing. Both the Deans and Program Directors at WWCC and NWCCD have been alerted to the pursuit of this program at LCCC.

Wyoming Community College Programs (Identify title, degree/certificate and number of credit hours)						
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College District	Western Wyoming Community College
N/A	N/A	N/A	N/A	N/A	Personal Trainer Education, 31-32 credits	Fitness Leadership Certificate, 39-41 credits

M. Note available program and course articulations with other likely transfer institutions in the region, particularly for transfer AA and AS programs. (Note regional Bachelor of Applied Science transfer options in addition to UW.)

Although this program is not designed for transfer it allows students the flexibility of continuing on to receive an A.S. in Exercise Science or

in Physical Education Teacher Education (PETE). Each class required for the Personal Trainer Certificate is either required for an A.S. in Exercise Science or Physical Education Teacher Education (PETE) from LCCC. Both A.S. degrees are articulated with the University of Wyoming and Colorado Mesa University and we are currently in the process of completing articulation agreements with Black Hills State University.

N. When appropriate, note partnerships with business, industry, associations or agencies that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.

The Exercise Science Advisory Committee, which had input from the community and fitness professionals, helped shape and design the curriculum. When students take KIN 2471, Exercise Science Practicum II they also have the opportunity to observe personal trainers working in a variety of fitness settings. This opportunity could lead to partnerships being made with local health clubs. Additionally LCCC has a testing center so students have the ability to take the exam on this campus rather travelling off campus/off site to take their certification exam.

O. Assessment of student learning and complete follow-up per performance indicators. How will the assessment outcomes be used to assure student learning and improve the program?

The following measures will be used:

- Number of students successfully completing the program.
- Number of students becoming certified personal trainers.
- Evaluation of program through student surveys.
- Survey feedback from employers, current and perspective, on the quality of graduates of the certificate program.

P. Other program information or comments that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 WCCC Statewide Strategic Plan.

This program addresses Wyoming and regional interests in the following ways:

EDUCATED CITIZENTRY –

Students who earn the Personal Trainer Certificate can help create a more health literate population. This is becoming increasingly important as physical inactivity and obesity are growing problems the state and nation face. According to the Centers of Disease Control and Prevention, 25-30% of Wyoming adults are obese. Being obese increases the likelihood of being diagnosed with chronic diseases like type II diabetes and coronary heart disease. Having educated personal trainers in the community can help create a healthier population.

DIVERSIFIED ECONOMY –

This certificate helps build the skills required to support the evolving field of Personal Training. Many of the fundamental skills developed through these courses are relevant across industry. There are also diverse work environments where personal trainers can be employed. These environments include health clubs, corporate wellness facilities, and Parks and Recreation Departments.

WORKFORCE DEVELOPMENT –

The Personal Trainer Certificate curriculum is designed in accordance with the governing body's standards. The selected courses provide students with the knowledge to be successful in taking national exams and skills to be successful in the field. Once students pass one of the aforementioned exams, they are eligible to enter the workforce as a certified personal trainer. The workforce is promising with 267,000 job openings across the nation in 2012 and an estimated 300,500 job openings in 2020.

EFFICIENT SYSTEMS –

The Exercise Science program at LCCC has a full articulation with the University of Wyoming. This certificate allows students hands-on experiences as they progress not only through LCCC's Exercise Science but when they transfer students would be able to continue working in personal training. Finally, close relationships with other colleges in the WCCC, including NWCCD and WWCC would facilitate up-to-date and ongoing improvements to our program as well as to specific course syllabi.

ACCOUNTABILITY and IMPROVEMENT –

Course assessment data and course evaluations will be compiled by the program coordinator. This data will be evaluated and analyzed by the Advisory Committee to help ensure continuous improvement. In addition the program will utilize LCCC's Institutional Research Office to develop and deliver a post job placement survey to students, identifying skill gaps needed that may not have been included in the program. LCCC also incorporates a program review process. This process helps identify if students are meeting program outcomes. This information will help ensure the program is kept up-to-date and is meeting industry needs.

OTHER CRITERIA-

- **Labor Needs –**

- As shown in the charts above the need for personal trainers across the nation is growing. It is estimated that in the year 2020, 300,500 personal trainers will be employed. The State of Wyoming is expected to employ 726 personal trainers in 2020. This is an 18% increase from 2012.

- **Curriculum Development –**

- The curriculum provided is based on certification exam content from the American College of Sports Medicine, the American Council on Exercise, and the National Strength and Conditioning Association. Students who complete the certificate will have the knowledge and skills to pass these exams. LCCC is also a testing center for the American College of Sports Medicine, so students can complete testing at LCCC.

- **Pathways –**

- This certificate is for students who wish to become a personal trainer without having to have 60-64 credits for an A.S. However the program is designed in a way that students who receive this certificate can continue on and receive an A.S.

- **Faculty Support –**

- Instruction will be provided by employees who are already working at LCCC. Faculty are required to have a minimum of

a Master's degree in Exercise Science/Physical Education or other related fields along with proper certifications in specialized fields.

- **Recruitment Strategies –**

- Internal and external marketing strategies will be incorporated to recruit individuals to this program. The program will be advertised to incoming college freshman through our welcome letter, marketed at LCCC athletic events, and with local health clubs.

- **Resource Needs –**

- Current facilities on the LCCC campus meet the needs of this program.

SIGNATURE PAGE

Submitted by V. P. for
Academic Affairs*

Signature

Date

Printed Name

Title

Approved by the WCC Academic
Affairs Council

Signature

Date

Printed Name

Title

Approved by Program
Review Committee

Signature

Date

Printed Name

Title

*Signature by the Community College Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the Community College Board of Trustees has approved this program request as per institutional policy.



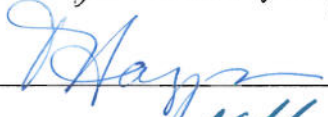

NEW PROGRAM OF STUDY SIGNATURE APPROVAL FORM

Name of Program: Personal Trainer Type of Program: Credit Diploma

Program Contact(s): Nick Robertson, Katie Ruff

Recommended action:	✓ Recommend approval to Academic Standards
Final Approval by Academic Standards:	12/22/2015

Program of Study Review and Approval

Approval	Signature	Date
School Dean		1/11/2016
Academic Standards Chair		1-11-2016
Vice President of Academic Affairs		1/11/16
President		4/12/16
Board of Trustees		

Exercise Science – Physical Education Teacher Education Concentration

Associate of Science

The Laramie County Community College Exercise Science program is concerned with the many aspects of human movement and its application to physical activity and the quality of one's life. This program is suggested for students who are interested in a career in exercise science, sports medicine, physical therapy, athletic training, physical education teacher education (PETE); occupational therapy or related fields. Students complete coursework that provides a solid knowledge base of human anatomy, physiology, and health. Two program tracks are available depending on the student's interest and career goals. All students must complete the general education core and complete either the Exercise Science track or the Physical Education Teacher Education (PETE) track.

The PETE track leads to an Associate of Science degree and is designed to prepare students to meet academic standards leading to a bachelor degree at a four year institution. Students are exposed to behavioral, humanistic, and pedagogical studies that foster an understanding of schools as an institution and the value of physically active lifestyles in Pre K-12 students. Students interested in coaching or recreation-oriented careers may also find this program of interest.

Program Articulation: This program is articulated with the University of Wyoming and Colorado Mesa University. Any deviations from the prescribed course list will not articulate.

First Year

FALL SEMESTER COURSE	TITLE	CREDITS
X PEAC 1295	Individual Exercise Programs	1
X KIN 1006*	Fitness Component: Flexibility	2
KIN 1101	Kinesiology: The Science of Human Movement	3
GenEd: CS	Choose from approved College Seminar courses	3
GenEd: CW ENGL 1010*+	English I: Composition	3
GenEd: OR MATH 1400*+	College Algebra	3
OR HIGHER		
Semester Credits		15

SPRING SEMESTER

PEPR 1470	PETE Practicum I	1
X KIN 1007*	Fitness Component: Cardiovascular Endurance	2
HLED 1006*	Personal Health	3
X HLTK 1210	Human Body Systems	3
GenEd: CV CO/M 2010*	Public Speaking	3
GenEd: LAB BIOL 1010*	General Biology	4
Semester Credits		16

Second Year

FALL SEMESTER

PEPR 2470*	PETE Practicum II	1
X HOEC 1140	Nutrition	2
X HLED 1221	Standard First Aid and Safety	2
X KIN 1008*	Fitness Component: Muscular Strength/Muscular Endurance	2
X PEPR 2050*	Care and Prevention of Athletic Injuries	2
ZOO 2015*^	Human Anatomy	4
GenEd: CA PSYC 1000*	General Psychology	3
Semester Credits		16

SPRING SEMESTER

PEPR 2475*	PETE Practicum III	1
ZOO 2025*^	Human Physiology	4
GenEd: AA	Choose from approved Aesthetic Analysis courses	3
GenEd: WY	Choose from approved U.S./Wyoming Constitution courses	3
GenEd: STEM STAT 2050*	Fundamentals of Statistics	4
Semester Credits		15

Total Credits 62

* This course has at least one prerequisite. Check the Course Descriptions section of the catalog to see the course prerequisites.

+If the placement test score is not adequate for course enrollment, students must complete the appropriate developmental course(s) before enrolling. These courses may increase the total number of program credits. Students should review their math and writing placement with their advisor before planning out their full program schedules.

^ Program Comments

Students should take ZOO 2015 and ZOO 2025, however completion of ZOO 2010 and ZOO 2020 may be accepted.

HLTK 2300

KIN 2135

KIN 2470

H10

**Exercise Science - Personal Trainer
Credit Diploma**

The Personal Trainer program is designed to assist students in gaining the knowledge and skills required to become a certified personal trainer. Students who complete the certificate will be well prepared to sit for national exams offered by certifying agencies. These agencies include the American College of Sports Medicine, the National Strength and Conditioning Association, and the American Council on Exercise.

Personal trainers that have been certified through one of the listed agencies are eligible to be employed at any major health club such as 24 Hour Fitness, Gold's Gym and the YMCA. Students may also begin a private business as a personal trainer or work within organizations as health and wellness coaches.

By completion of the certificate students will learn how to design, implement, and evaluate individual exercise programs; perform fitness assessments; and explain physiological changes that occur during exercise. Students who complete this certificate and pass the certifying agencies exam, which can be taken on the LCCC campus, can begin training clients while working on their A.S. or B.S. in Exercise Science. At the completion of the Personal Trainer program students may take the national certification exam which is an additional cost of approximately \$280.00.

First Year			
Fall Semester	Course	Title	Credits
	X HLED 1221	Standards First Aid and Safety	2
	HLTK 2300	Health Care Ethics	3
	X KIN 1006*	Fitness Component: Flexibility	2
	X KIN 1008*	Fitness Component: Muscular Strength/Muscular Endurance	2
	X PEAC 1295	Individualized Exercise Program	1
	X PEPR 2050*	Care and Prevention of Athletic Injuries	2
Semester Credits			12
Spring Semester	Course	Title	Credits
	X HLTK 1210	Human Body Systems	3
	X HOEC 1140	Nutrition	2
	X KIN 1007*	Fitness Component: Cardiovascular Endurance	2
	KIN 2135*	Personal Trainer Education	3
	KIN 2470*	Exercise Science Practicum I	1
Semester Credits			11
Total Credits			23

* This course has at least one prerequisite. Check the Course Descriptions section of the catalog to see the course prerequisites.

LCCC New Program of Study/Concentration Form

In accordance with Program Development and Approval Procedure, 2.3.1P, this form must be completed to establish the submission of a new credit-bearing program of study or concentration.

Dean's Signature: Cynthia J. Henning via electronic		Date: 11/4/2015
1.	Program Contact:	Nick Robertson and Katie Ruff
2.	Effective Catalog Year:	2016-2017
Stage One: Identification of Program, Need, Goals and Competencies		
3.	Program Title:	Certified Personal Trainer Certificate
4.	O*NET-SOC Code:	Locate the code at: http://www.onetonline.org/help/online/search 39.9031.00
5.	CIP Code:	Locate the code at: http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55 31.0507
6.	Request for:	<input checked="" type="checkbox"/> New Program <input type="checkbox"/> New Program Concentration
7.	Type of Program: (choose one)	<input type="checkbox"/> Associate of Arts degree (60-64 credits in length)
		<input type="checkbox"/> Associate of Science degree (60-64 credits in length)
		<input type="checkbox"/> Associate of Applied Science degree (60-72 credits in length)
		<input type="checkbox"/> Credit Certificate (30-45 credits) } <i>For financial aid eligibility Credit Certificates and Credit Diplomas must be a minimum of 16 weeks and 16 credits and all credits in the program must be accepted toward an AA, AS or AAS degree at LCCC.</i>
		<input checked="" type="checkbox"/> Credit Diploma (12-29 credits)
8.	Rationale for New Program:	<p>Explain the goals of the new program and how this new program will include robust curriculum leading to a degree or certificate.</p> <p>There is an ongoing need for certified personal trainers. The main goal of this certificate program is to help develop qualified personal trainers in the shortest time possible. The curriculum provided is based on certification exam content from the American College of Sports Medicine and the National Strength and Conditioning Association. Students who complete the certificate will have the knowledge to pass these exams and the skills to be successful in the industry.</p>
9.	Program Description (as it will appear in the catalog)	<p>The Personal Training Certificate is designed to assist students gain the knowledge and skills required to become a certified personal trainer. Students who complete the certificate will be well prepared to sit for national exams offered by certifying agencies. These agencies include the American College of Sports Medicine, The National Strength and Conditioning Association, and the American Council on Exercise. Personal trainers that have been certified through one of the listed agencies are eligible to be employed at any major health club such as 24 Hour Fitness, Gold Gym and the YMCA. Students may also begin a private business as a personal trainer or work within organizations as health & wellness coaches. By completion of the certificate students will learn how to design, implement, and evaluate individual exercise programs, perform fitness assessments, and explain physiological changes that occur during exercise. Students who complete this certificate and pass the certifying agencies exam, which can be taken on the LCCC campus, can begin training clients while working on their A.S. or B.S. in Exercise Science. At the completion of the Personal Trainer Education course, students may take the national certification exam which is an additional cost of approximately \$280. To maintain certification, 45 CECs are needed over three years time. These would be completed by attending conferences, online webinars, or online courses through the American College of Sports Medicine.</p>
10.	Program Competencies:	<ul style="list-style-type: none"> • Design, implement, and evaluate individual exercise programs for diverse populations • Perform health and performance related fitness assessments for diverse populations • Explain the acute, short, and long term physiological adaptations of exercise and physical activity

11.	Program Advisory Committee Summary Report:	<p>Our Exercise Science Advisory committee consists of representation from:</p> <ol style="list-style-type: none"> Laramie County School District Number One (Athletic Director(s), Principals, Volunteer Coaches) University of Wyoming (Kinesiology and Health Department Faculty, Coaches) University of Northern Colorado (Kinesiology and Health Department Faculty, Coaches) Current Exercise Science students Community members (Cheyenne YMCA Youth Sports Program parents and volunteer coaches and City of Cheyenne parents and volunteer coaches) Faculty (Parents of children involved in volunteer-led youth sport, parents of children in high school athletics) <p>This Exercise Science Advisory Committee supports the addition of this certificate program. Initially the advisory committee meetings that took place in 2013 brought forward this certificate to be included in our program modification. The decision was made to focus on the transfer concentrations—Exercise Science and Physical Education Teacher Education—first to insure that they were rigorous and articulated with multiple universities. The 2014 advisory committee supported this decision to add to the Exercise Science program after those concentrations were completed. At the most recent advisory meeting in October 2015, the committee indicated continued support for this certificate program to be brought to fruition.</p>
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Stage Two: Program Research and Curriculum Development

12.	Articulation:	<p>This is a certification program therefore there are no articulation agreements in place. Upon completion of this certificate, students are well prepared to pass certified personal trainer exams. Students who are interested are able to continue and earn an A.S. degree in either Exercise Science or Physical Education Teacher Education.</p>
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13.	Identification of similar Programs in WY and Region:	<p>Northern Wyoming Community College District and Western Wyoming Community College which have all been contacted.</p>
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14.	Implementation Plan/Timeline:	<p>Fall 2016</p>
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16.	Program Duration:	<p><i>Credit Certificate and Credit Diploma programs must be a minimum of 16 weeks and 16 credits. Other program types do not need to provide this information.</i></p> <p>Number of weeks to complete this program: Two semesters/23 credits</p>		
17.	New Courses:	<p>There are no new courses required for this certificate.</p> <p>Have all new courses been confirmed by the Course Coordinator? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Is an MCOR attached for each new course? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
Stage Three: Identification of Needed Resources				
18.	Faculty/Staff:	<p>Can this program be delivered by current faculty? If not, what are the plans, budget and timeline for bringing on needed instructors?</p> <p>Yes, this certificatan can be deliverd by current faculty at Laramie County Community College.</p>		
19.	Equipment:	<p>What resources are required to start and sustain the program? What is the current plan to meet those resource needs through the college or other external funds?</p> <p>There are no additional resources or equipment needed for this certificate program to be offered.</p>		
20.	Cost of Program:	<p>In addition to the regular costs—textbooks, tuition, fees—there is approximately \$280 for the testing that students will be paying. Total cost of the program will be \$3276.00 including all fees.</p> <p><input type="checkbox"/> Not applicable</p>		
21.	Program/Course Fees (refer to LCCC 4.10.1P):	<p>Are fees being requested for this program? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes click here to provide details and rationale.</p> <p>Are new or revised fees being requested for courses with this program? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes click here to provide details and rationale.</p>		
Stage Four: Process Checklist				
22.	Submit for Financial Aid Review:	<p>Financial Aid has reviewed the new program submission to ensure it includes appropriate information for seeking U.S. Department of Education approval for Title IV eligibility.</p> <p>Financial Aid confirmation: See email trail in lieu of signature below;</p>		
23.	Submit for Registrar Review:	<p>Registrar has reviewed the new program submission to confirm accuracy and feasibility.</p> <p>Registrar confirmation: Via email below</p>		
24.	Submit for Institutional Effectiveness Review:	<p>Program has been reviewed by the office of Institutional Effectiveness for HLC and Institutional Research reporting.</p> <p>Institutional Effectiveness confirmation: Via email below</p>		
25.	Documentation Checklist:	<p>In addition to this completed form, the following documentation must be included (as applicable):</p> <p><input checked="" type="checkbox"/> Wyoming Community College Commission form</p> <p><input type="checkbox"/> MCOR for each new course</p> <p><input type="checkbox"/> Student Fee Request form</p>		
Stage Five: Administrative Review				

26.	Administrative Procedure 2.1P:	<input checked="" type="checkbox"/> Program meets credits required under Administrative Procedure 2.1P Degrees and Certificates <input type="checkbox"/> Program does NOT meet credits required under 2.1P Degrees and Certificates/Exception Requested A compelling case for the variation must be made. Supporting documentation for the request citing accreditation or other professional certifying agents needs to be attached if applicable. Please click here to provide explanation for variance request. Attach supporting documentation as requested above.	
27.	VPAA Signed Approval for Exception to Administrative Procedure 2.1P:	SIGNED: Please click here to add signature.	DATE: _____

Other relevant information from the program contact:

We have contacted Julie Wilson in Financial Aid to insure that we have met guidelines for this certificate to receive federal financial aid. We have pasted the conversation thread into this document. Thank you,
Subject: Personal Training Certificate AS form 11.5.15

Julie, good afternoon. I am sending a form that outlines our Personal Training Certificate that we would like to begin offering in the FA of 2016. The certificate requires 23 credits of coursework and students can continue to get either an AS in Ex. Science or in Physical Education Teacher Education. I'm not sure what else is needed but can you look this over and see if there are any questions we have missed? Thanks and after review and approval can I use an email trail to use as your signature. Thanks and I have cc'ed Nick on this email as well as he can help answer any questions you may have, Cindy

From: Wilson, Julie

To: Henning, Cynthia <chenning@lccc.wy.edu>Cc: Robertson, Nick <nroberts@lccc.wy.edu>Subject:

RE: Personal Training Certificate AS form 11.5.15

Program appears to be 23 credits, 32 weeks. All credits are included in an AA/AS/AAS program, yes?I need an O*Net designation for this program and a CIP Code. I can include the one-time \$279 ACSM licensing fee to the student's cost of attendance. If ACSM is an accrediting agency for this particular program, I would need the particulars for that to add to the ECAR when I send this program for approval.With that, this would meet the minimum requirements for federal aid. You would still need the approval from WCCC at least 90 days prior to the start of the Fall 2016 semester.Thanks. Looks good.

Julie D. Wilson, DirectorOffice of Scholarships and Financial Aid

CINDY's RESPONSE: Julie, excellent. Yes all the courses are included in the AS program. CIP code is on the WCCC form and I have included it here for your convenience: CIP code: 31.05070*NET code: 39.9031.00 and here is the link for where we got this information: <http://www.onetonline.org/link/summary/39-9031.00#menu> ACSM is one of three agencies that students can test with to become certified. Nick and I went with that organization as feel it is the best. We will be submitting the WCCC form, Program Form, and Fees form to Academic Standards to begin that process. Thanks Julie! Nick I will add information to form and submit to Academic Standards. Thanks everyone!

JULIE's RESPONSE: Just to be clear...if there is not a REQUIREMENT for an accrediting agency for this program, then I don't need anything else. If there IS a requirement for an accrediting agency for this program, I need to know what it is. Kim Bender will also need that information along with how often they review our accreditation for the program.When the program is approved by the WCCC, please submit the O*Net designation and accrediting agency (if applicable) information to me at that point, including the WCCC approval on their letterhead.

Julie D. Wilson, DirectorOffice of Scholarships and Financial Aid

Hi Cindy:I read through the materials of the 3 new programs. I don't see any problems, but would like to have a brief visit with you to go over a few questions I have. I will be here to 6:30. My number is 4337. Thank you,Kim Did follow up with Kim on 11.12 and answered questions he had regarding this program.

Hi Cindy,My only suggestion would be to add "approximately" before \$280. We don't have to change the catalog every year to have the exact amount, which still might change after we print. Just a thought. Otherwise, I approve.

Stacy Maestas RegistrarLaramie County Community College307.778.1240 307.432.7845 (fax)

Made the change recommended by Stacy.