

5.5.1 – Issuance of Certificates and Credentials Policy

Section:	Academic	Approved:	April 1999
Subject:	Certificates and Credentials	Reviewed:	September 1, 2025
Policy:	5.5.1	Revised:	September 1, 2025
Policy Owner:	Directors – Academic	Next Review:	September 1, 2026
Approval Authority:	President and CEO		

Policy Statement

Carlton Trail College will issue certificates to students who meet established requirements for eligible programs and courses. Official credentials for brokered or accredited programs will be issued by the credit-granting institution. Students may request a letter of attendance from the College.

Certificates will be issued only after confirmation that all program or course requirements have been met.

Purpose

To provide clear, consistent guidelines for issuing certificates, credentials, and other official documentation to students who successfully complete programs or courses offered by Carlton Trail College, including those delivered in partnership with external institutions.

Scope

This policy applies to all students registered in Carlton Trail College courses or programs, including brokered or accredited offerings from external institutions.

Definitions

Certificate: A formal document recognizing successful completion of a program or course.

Credential: An official document issued by a credit-granting institution that verifies the completion of a program of study.

Letter of Attendance: A document confirming a student's participation without certifying academic achievement.

Brokered/Accredited Program: An offering delivered by Carlton Trail College on behalf of, or in partnership with, another institution that grants the official credential.