**Change in Credit Hours to a Certificate or Advanced Certificate**

* Any change in credit hours to a certificate or advanced certificate requires NYSED approval before the change becomes effective.
* Submit a completed [NYSED Change or Adapt a Registered Program Form](file:///C%3A%5CUsers%5Ckdsdfp%5CDocuments%5CNYSED%5CHET-CoreApp-final.docx) that details the rationale for the change in credit hours and how they change affects certificate learning outcomes and an updated Table 1a for a certificate or Table 1b for an advanced certificate to the Office of the Senior Associate Provost for review, approval and submission to NYSED.