

ACADEMIC CREDENTIALS AWARDED

Associate in Arts (AA) and Associate in Science (AS)

Requirements	AA (2401015000)	AS (2401016000)
General Education Core Requirements		
Written Communications ¹	6 credit hours	6 credit hours
Oral Communications	3 credit hours	3 credit hours
Arts and Humanities - One course must be selected from Humanities and one course from Heritage.	6 credit hours	6 credit hours
Quantitative Reasoning	3 credit hours	6 credit hours
Natural Sciences - One science course must include a laboratory experience.	3 credit hours	6 credit hours
Social and Behavioral Sciences - Two disciplines must be represented and different from those in the Arts and Humanities category.	9 credit hours	6 credit hours
Quantitative Reasoning or Natural Sciences	3 credit hours	
Subtotal General Education Core	33 credit hours	33 credit hours
Associate in Arts Requirements	6 credit hours	
Six (6) credit hours must be selected from Arts and Humanities and/or Social and Behavioral Sciences and/or Oral Communications and/or Foreign Language. Students are advised to choose hours to satisfy pre-major requirements at the institution to which they are transferring.		

Associate in Science Requirements

6 credit hours

Six (6) credit hours must be selected from Quantitative Reasoning and/or Natural Sciences. Students are advised to choose hours to satisfy pre-major requirements at the institution to which they are transferring.

Electives - Students are advised to choose hours to satisfy pre-major requirements at the institution to which they are transferring.	21 credit hours	21 credit hours
Total Credit Hours	60 credit hours	60 credit hours

¹ Students who complete ENG 105 Writing: An Accelerated Course (3 credit hours) must take an additional 3 credit hours of General Education from any of the General Education categories.

Degree Requirements

1. Completion of a minimum of 60 credit hours,
2. Minimum cumulative 2.0 GPA,
3. Minimum of 15 credit hours earned at the institution awarding the degree,
4. Demonstration of digital literacy, and
5. Completion of a college success course or equivalent.

Courses chosen to satisfy General Education requirements must be selected from an approved list which may be found in Academic Services - **General Education Requirements** (<https://catalog.kctcs.edu/academic-services/general-education-requirements/>).

A course used to fulfill one category cannot be used to fulfill another category.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

The General Education Transfer Policy is in place between all public colleges and universities in Kentucky, and the KCTCS policy regarding general education certification is outlined in the KCTCS Rules of the Senate, Section V 5.0.4.

Associate in Fine Arts (AFA)

An Associate in Fine Arts (AFA) degree is designed to transfer into a Baccalaureate of Fine Arts (BFA) program at a four-year institution. It consists of a general education requirement of 24 credit hours, a fine arts core of 18 credit hours, and 18 additional credit hours of concentration for a 60 credit hour minimum.

Course	Title	Credits
General Education Component		
Written and Oral Communications ¹		9

Arts and Humanities - The course chosen to satisfy this requirement must be from a discipline other than the discipline in the Fine Arts Core and/or concentration.	3
Quantitative Reasoning	3
Natural Sciences - Must include a laboratory experience for general education certification in the Natural Sciences category.	3
Social and Behavioral Sciences	6
Total General Education	24
Fine Arts Core Sub-total	18
Concentration Sub-total	18
Total Credits	60

¹ Students who complete ENG 105 Writing: An Accelerated Course (3 credit hours) must take an additional 3 credit hours of General Education from any of the General Education categories to fulfill the remaining hours in the Written Communication portion of this requirement.

Degree Requirements

1. Completion of minimum of 60 credit hours,
2. Minimum cumulative 2.0 GPA,
3. Minimum of 15 credit hours earned at the institution awarding the degree, and
4. Demonstration of digital literacy.

Courses chosen to satisfy General Education requirements must be selected from an approved list which may be found in Academic Services - **General Education Requirements**.

A course used to fulfill one category cannot be used to fulfill another category.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Associate in Applied Science (AAS)

Course	Title	Credits
General Education Component		
A student must complete a minimum of 15 credit hours to fulfill the general education requirement. General education credits must meet the following distribution:		
Quantitative Reasoning		3
Natural Sciences		3
Social/Behavioral Sciences		3
Heritage/Humanities		3
Written Communication		3
General Education Subtotal		15
The above are minimum general education requirements; additional hours may be required in specific program curricula.		
Technical and Support Component		
General Education and Technical and Support Components must be distributed so that programs do not exceed 68 credit hours.		
Total Credits		60-68

AAS degree programs should incorporate multiple exit points, i.e. awarding certificates and diplomas, when possible.

Degree Requirements

1. Minimum cumulative GPA of 2.0,
2. Minimum of 25% of credit hours required for the degree must be earned at the institution awarding the degree, and
3. Demonstration of digital literacy.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Diploma

A diploma program is designed to prepare students for technical employment within a one to two-year period (36-60 credit hours). The total number of credit hours for the diploma must not exceed those required for a degree in the same program of study. A prescribed program of technical and general education courses is designed to prepare students for a specific job title. Diploma programs provide preparation for a specific occupation, credit toward an associate degree, and continued training opportunities for certificate program graduates. The diploma program contains general education courses emphasizing the skills identified in the SCANS (Secretary's Commission on Achieving Necessary Skills) report that are critical to entry-level workforce success for persons prepared at the diploma level.

1. Diplomas will address appropriate general education competencies.
2. Diploma curricula will be approved through the KCTCS Curriculum process.
3. Diplomas will be applicable toward at least one associate degree. (Courses designated "Diploma Only" on the General Education list will not apply toward an Associate Degree)
4. General Education Requirement of 6 hours in Area 1 (Written/ Oral Communications, Humanities or Heritage) and Area 2 (Social Behavioral Sciences, Natural Sciences, or Quantitative Reasoning)

Course	Title	Credits
General education 6 credit hour requirement for diplomas in areas 1-2 as follows:		
Area 1: Written/Oral Communications, Humanities, or Heritage		3
Area 2: Social/Behavioral Sciences, Natural Sciences, or Quantitative Reasoning		3
Additional courses could be used for other areas in approved curricula for diplomas but may not meet general education transfer requirements.		
The above are minimum general education requirements; additional hours may be required in specific program curricula.		
Technical & Support		
The Technical and Support requirements must include a work experience component of 1-12 credit hours.		30-54
Total Credits		36-60

Graduation requirements include

1. Minimum cumulative GPA of 2.0,
2. Demonstration of digital literacy, and
3. Minimum of 25% of diploma requirements must be earned at the institution awarding the diploma.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Certificate

The primary purpose and features of certificate programs of study are to provide marketable, entry-level skills. Certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy.

Requirements for a certificate are applicable to the requirements of a diploma or associate degree in the same or a related field of study. Requests for exceptions must include appropriate documentation to justify approval. Certificates may contain general education courses emphasizing the skills that are critical to entry-level workforce success for persons prepared at the certificate level and associated with the diploma or associate degree program.

Total Credit Hours 12 – 30

Graduation Requirements

1. Students must achieve a grade point average of at least 2.0 in the courses required for the certificate and
2. Complete a minimum of 25% of certificate requirements at the institution awarding the certificate.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Specialized Training

Adult Agriculture

Short-term adult classes in agriculture are offered at selected sites. These classes are designed to help young and adult farmers, as well as individuals employed in agribusiness, keep up with the constantly changing technology in the field of agriculture. The program provides on-the-farm and on-the-job supervision year-round with organized instructional classes conducted in the late fall and winter.

Apprenticeship

Apprenticeship program registration is the responsibility of the Kentucky State Apprenticeship Council in cooperation with the United States Department of Labor, Bureau of Apprenticeship Training. Application must be made through an employer, a labor union or a joint apprenticeship committee. Verify with the KCTCS college that it provides the minimum 144 hours per year of supplemental related instruction required of the apprenticeship program. Additional information may be obtained by calling the Kentucky Apprenticeship Council or the United States Department of Labor, Bureau of Apprenticeship Training.

Continuing Education Courses

Continuing Education at KCTCS offers flexible credit and non-credit courses designed to help individuals gain new skills, advance in their careers, or explore new fields. Whether preparing to enter the workforce, seeking career advancement, or interested in lifelong learning, our programs provide accessible, short-term options for upskilling, reskilling, and personal enrichment.

Customized Industry Training

KCTCS Workforce Solutions teams partner with business and industries across Kentucky to deliver customized training programs that address workforce challenges and support business growth. Our teams work directly with employers to design and implement training for new and

existing employees. Each program is aligned with your goals and may include college credit or industry-recognized credentials.

Fire/Rescue Training

The Fire Science Technology Program will prepare you for the challenges facing today's emergency responders. In the program you will learn the skills of fire suppression and prevention, technical rescue, hazardous materials, emergency medical care, and leadership. This program is beneficial whether you are seeking a career in emergency services (Fire, Rescue, EMS or Emergency Management) or if you are already involved in providing fire, rescue or EMS services in your community.

Students may enter the program with or without experience in emergency services. The degree, certificate, and diploma programs that are offered can help you in obtaining employment in various emergency service fields, or if you are already a firefighter, help you get that promotion you have been waiting for. Classes are offered through State Fire/Rescue Training and may be offered in various formats such as: Web courses, hybrid courses, and traditional classroom offerings. For more information regarding this program, contact your local State Fire/Rescue Training Area Office.

Fire Rescue Training for Business, Industry and Municipal Government

State Fire Rescue Training provides a full range of Emergency Services Training for Business, Industry and Municipal Government entities. Contact the Fire Rescue office serving your area for more information about the training available to your facility.

Emergency Medical Technician Certificate

Students in the Emergency Medical Technician program are instructed in the proper care of sick and injured patients. Students are trained to treat victims suffering from traumatic and medical emergencies such as broken bones, puncture wounds, cardiac, and respiratory emergencies, vehicle accidents and more. This course meets the standards set forth by the US Department of Transportation National Standard Curriculum for EMT-Basic and the Kentucky Board of Emergency Medical Services. Students that successfully complete the course and its requirements will be awarded a certificate for Emergency Medical Technician, and will be prepared to challenge the certification examination process set forth by the Kentucky Board of Emergency Medical Services.

State Fire Rescue Training Coordinators and Contact Information

Bluegrass Community & Technical College

Buzzy Campbell, Coordinator
110 Cleveland Drive
Paris, KY 40361
(859) 256-3596
buzzy.campbell@kctcs.edu (briansteele@kctcs.edu)

Elizabethtown Community & Technical College

John Gentry, Coordinator
630 College Street Road
Elizabethtown, KY 42701
(800#) 888-234-7201
john.gentry@kctcs.edu

Gateway Community & Technical College

Tony Morgan, Coordinator
3025 Conrad Lane
Burlington, KY 41005

(859) 442-4134
tony.morgan@kctcs.edu

Hazard Community & Technical College

Preston Hays, Coordinator
45 Gorman Hollow Road
Hazard, KY 41701
(800#) 888-234-6759
preston.hays@kctcs.edu (mark.hammond@kctcs.edu)

Jefferson Community & Technical College

Chris Gosnell, Coordinator
11605 Fairmount Rd
Louisville, KY 40291
(800#) 888-306-8064
chris.gosnell@kctcs.edu (mark.hammond@kctcs.edu)

Madisonville Community College

Pat Thompson, Coordinator
4688 State Route 181 N
Greenville, KY 42345
270-803-0690
pat.thompson@kctcs.edu (jimmy.vancleve@kctcs.edu)

Maysville Community & Technical College

Christy Rodgers, Interim Coordinator
99 Lake Park Drive
Morehead, KY 40351
(800#) 888-301-2946
christy.rodgers@kctcs.edu (wes.gilliam@kctcs.edu)

Owensboro Community & Technical College

Jimmy VanCleve, Coordinator
P. O. Box 29
4678 State Route 181 North
Greenville, KY 42345
(800#) 888-306-8015
jimmy.vancleve@kctcs.edu

Somerset Community College/Laurel Campus

Chantz McPeck, Coordinator
189 Triplett Drive
London, KY 40741
(800#) 888-234-0100
chantz.mcpeek@kctcs.edu

Somerset Community College

Terry Wattenbarger, Coordinator
109 New Haven Lane
Somerset, KY 42503
(606) 219-4157
terry.wattenbarger@kctcs.edu (josh.whitis@kctcs.edu)

Southcentral Kentucky Community and Technical College

Ronnie Stinson, Coordinator
825 Morgantown Road
Bowling Green, KY 42101
(800#) 888-234-5760
ronnie.stinson@kctcs.edu (john.weatherbee@kctcs.edu)

West Kentucky Community & Technical College

Todd Warner, Coordinator
2001 Training Center Drive
Princeton, KY 42445

(800#) 888-306-7986
todd.warner@kctcs.edu (pat.crane@kctcs.edu)

Other Training Options

In addition to full-time programs, KCTCS colleges provide short-term training courses to meet specific labor force needs and demands. Contact the local college for a list of short-term training programs and schedules.