

# CLIMB Student Affairs – Certificate Program

Create. Learn. Innovate. Motivate. Be!



## Information and Instructions

**Goal/Mission:** The CLIMB Certificate Program is designed to encourage Student Affairs Staff to develop skills and abilities and to create a strong talent pool for promotion within Student Affairs. Completing the Certificate will allow you to engage in developmental activities and experiences for your achievement, advancement, personal development, and quality of life. Take a self-designed curriculum of classes, participate in professional development activities and get involved on campus to earn “steps” toward your CLIMB Certificate.

**Eligibility:** Career Staff in the Student Affairs Department and Campus Community Centers who have passed their probationary period and earned a satisfactory/solid or better rating on their most recent performance evaluation are eligible to earn the CLIMB Certificate.

**Enrollment:** To begin, you will need to complete the [CLIMB Certificate Intent Form](#) indicating your intent to start working toward your Certificate. Completed forms will be submitted to the VCSA’s Office – Attn: Student Affairs Professional Development Committee (Mail Code 0015). You are encouraged, but not required, to get the signature of your supervisor or HR contact on your Intent Form.

**Requirements:** Participating staff have two (2) years from the time of entry into the Certificate Program to earn 25 “steps”. A minimum of 20 “steps” must be earned through completion of courses. A minimum of 5 “steps” must be earned through non-course activities. You are encouraged to keep records and a running tally of your earned “steps” on the CLIMB Certificate Completion Form (coming soon).

You may NOT earn “steps” for courses or activities that you are required to take as part of your job (e.g., attending Injury and Illness Prevention Program, Financial Link, ISIS or PPS training courses, etc.). A signature from your supervisor or HR contact will be required on the Completion Form to verify this fact.

**“Step” Values:** “Steps” may be earned for activities in the following amounts:

Courses/Workshops: (20 “step” minimum)

Courses may be taken through Staff Education & Development including web-based courses (<http://enrollmentcentral.ucsd.edu/>), colleges or universities, UCSD Extension (<http://extension.ucsd.edu>), or any other on or off-campus program. Online or traditional courses are accepted. Workshops, including the “CLIMB Around” series and other Student Affairs Professional Development Committee’s workshops, Faculty Staff Assistance Program’s “Learn at Lunch” series and the “Health and Wellness” workshops

(<http://wellness.ucsd.edu/resources-staff-faculty.shtml>), the VCSA's Supervisor Training and [Assessment Workshop series](#) and other similar offerings may also be counted toward the Certificate.

Courses must fall into one of the following content areas. No more than 10 "steps" in any one content area may be counted toward the Certificate. Courses must be taken in at least 3 different content areas. CLIMBers are strongly encouraged, but not required, to take at least one course in the "Student Service" content area.

- Communication
- Financial/Fiscal
- Social Justice/Diversity/Cultural Competency
- Student Service
- Supervisory/Work Leader
- Technology
- University Knowledge
- Wellness
- Other

"Step" Values for Courses:

<b>2 "Step" Courses</b>	<b>3 "Step" Courses</b>	<b>5 "Step" Courses</b>
<ul style="list-style-type: none"> <li>• Web-based tutorials or short online courses</li> <li>• Workshops less than 2 hours in length (e.g., "Learn at Lunch," "Health and Wellness," SA Supervisor series, Brown Bags, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Single-day workshops or courses more than 2 hours in length</li> <li>• Multi-day courses, trainings, conferences or seminars not equal to a full semester or quarter length course</li> </ul>	<ul style="list-style-type: none"> <li>• Full quarter or semester length courses offered through colleges or universities (e.g., UCSD Extension, community colleges, CSUs, Alliant, University of Phoenix, etc.)</li> </ul>

Non-Course Options: (5 "steps" minimum from at least 2 different option types)

One "Step" Options:

- Conduct a career-focused informational interview – set up your own or visit [Career Connection](#) on Blink for assistance. To learn what an informational interview is and what types of questions to ask of your interviewee, visit <http://career.ucsd.edu/sa/InformationalInterview.shtml>. You may earn no more than 3 "steps" toward the Certificate through informational interviews.
- Attend a Networking Event through UCSD Extension or other on or off campus organization.
- Get a mentor - set up your own or visit [Career Connection](#) on Blink for assistance.

Two "Step" Options:

- Participate in [Student Affairs Inside Look \(SAIL\)](#) – visit the SA Staff website for details.
- Serve on a UCSD or other professional committee outside of your unit or department (on or off campus) (minimum 3 month duration)

- Deliver a presentation at a professional association conference (you may not earn more than 2 “steps” per conference or per presentation)
- Three “Step” Option:
- Do an internship (minimum one month in duration) – find your own or visit [Career Connection](#) on Blink for assistance.

The examples above of course and non-course options are not intended to be an exhaustive list. Other similar courses, workshops, trainings or activities which meet the spirit of the CLIMB Initiative may be counted toward the Certificate. If you have questions about whether “steps” may be earned for a particular activity, email a description of the activity or course to [SAClimb@ucsd.edu](mailto:SAClimb@ucsd.edu) for approval.

**Funding:** Many courses and workshops are offered through UCSD at low or no cost to you. Be sure to consider applying for [Student Affairs Staff Development Fund](#) assistance or other sources of aid as needed.

**Completion/Documentation:** When you have amassed 25 “steps,” complete and sign the CLIMB Certificate Completion Form (coming soon). Attach proof of completion for each activity for which you wish to earn “steps”. For courses or workshops, you may provide copies of a transcript, Enrollment Central Training History print out, certificate of completion, or other official proof of completion (not just registration). For courses or workshops where no official proof is available or for non-course activities, you will need to provide a completed [CLIMB Activity Verification Form](#) with the signature and contact information for a person who can verify your activity. Have the Completion Form signed by your supervisor and turn the packet in to the Program Assistant in the VCSA’s Office, Attn: Student Affairs Professional Development Committee (Mail Code 0015).

**Activities Completed Prior to Filing the Intent Form:** Staff may earn up to 10 “steps” from activities completed no more than six months prior to the staff member’s submission of the [CLIMB Certificate’s Intent Form](#).

For staff applying “steps” from activities completed prior to filing the Intent Form, the date of completion of the earliest activity counted toward the Certificate starts the two year completion time period.

**Acknowledgement/Recognition:** Staff who have completed the CLIMB Certificate Program will receive a certificate signed by the Vice Chancellor of Student Affairs and will be publicly recognized at an All Staff Meeting and in the Student Affairs Impact newsletter. A letter, signed by the VCSA, acknowledging their accomplishment will be sent to the staff member’s supervisor. Staff can decline any or all of these recognitions upon request.

**For more information,** email [SAClimb@ucsd.edu](mailto:SAClimb@ucsd.edu), contact your [Professional Development Committee](#) representative, or contact the Program Assistant in the VCSA’s Office at (858) 822-0505.