



## OCCUPATIONAL ENDORSEMENTS

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Steven George smooths his weld with a grinder during the final project of his welding class at the Community and Technical College's Hutchison Institute of Technology.

# How to Earn an Occupational Endorsement

To earn a UAF occupational endorsement, you must satisfy three sets of requirements: general university requirements; occupational endorsement and program (major) requirements. These requirements are all described in this section of the catalog. Requirements for your major are found in the Occupational Endorsement Programs section, beginning on page 88.

If your endorsement program is delivered collaboratively within the UA system (e.g., information technology specialist, early childhood education, human services and rural human services), then the credits you earn from each UA institution will be counted toward fulfillment of the program requirements and fulfillment of the minimum institutional residency requirements. Institutional residency requirements are the minimum number of credits you must earn from the campus where you earn a degree.

## Occupational Endorsements

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Occupational endorsement programs are designed to give students occupational training in a specific field. These programs are 9 – 30 credit hours and will be posted to the student's transcript upon completion and approval by the academic department. The credit hours may be applied to other undergraduate degree programs where applicable.

## General University Requirements

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You must earn at least 9 semester hours for an occupational endorsement. At least 30 percent of the program must be earned at UAF. A minimum GPA of 2.0 is required in all work as well as in your major field.

Unless otherwise specified by the appropriate academic unit, a course may be taken more than once toward fulfilling endorsement requirements. However, credit hours for such courses count only once toward total credits required for the endorsement.

Students seeking an occupational endorsement do not apply for graduation. Certifying that you have met all major requirements is the responsibility of your department faculty, who will notify the Office of Admissions and the Registrar.

If you want to use correspondence study credits from a school other than UAF to satisfy degree requirements, you must have the approval of those courses by the dean of the school or college from which you will graduate; otherwise, you take the risk the courses will not be accepted.

### RESIDENCE CREDIT

Residence credit is course credit earned through any unit of UAF. Formal classroom instruction, correspondence study, distance-delivered courses, individual study or research at UAF are all considered residence credit. On the other hand, transfer credit, advanced placement credit, credit for prior learning, military service credit and credit granted through nationally prepared examinations are not considered residence credit, nor are credit by examination credits earned through locally prepared tests. None of these types of credit can be applied to UAF residency requirements.

### RESIDENCY REQUIREMENT

Most universities have residency requirements that call for a certain number of credits toward a degree to be earned at the degree-granting school. At UAF, the residency requirement for occupational endorsements is 30 percent of the program.

## Occupational Endorsement Requirements

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In order to earn an occupational endorsement, students must be admitted to the program and complete the requirements listed in the program section of this chapter. A minimum of 9 credits is required to earn an occupational endorsement. At least 30 percent of the program must be completed in residence at UAF. Additional residency credit requirements may be established to meet discipline or accreditation standards.

You must have a cumulative GPA of at least 2.0 in all course work. Some occupational endorsement programs require higher GPAs.

Students may elect to complete their program under the requirements of the catalog in effect at the time of formal acceptance to an occupational endorsement program or the catalog in effect at the time of completion. If the requirements for the occupational endorsement are not met within five years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and program requirements in effect at the time of formal acceptance. Program requirements may require completion in less than five years.

Students may earn more than one occupational endorsement by completing all requirements for each additional program. Additional occupational endorsements must differ by 3 or more credits.

# Occupational Endorsement Programs

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## ADMINISTRATIVE ASSISTANT

College of Rural and Community Development  
Business Technologies Division  
Community and Technical College  
907-455-2815  
[www.ctc.uaf.edu/programs/aaa/](http://www.ctc.uaf.edu/programs/aaa/)

### Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 16 credits

The administrative assistant occupational endorsement may be earned in one semester and represents a large portion of the course work required for the applied business management certificate. Students must complete all courses with a grade of C (2.0) or better and satisfactorily complete a two-week practicum at the culmination of training in order to earn the endorsement. This program is open to those who have completed the university application process and are at an appropriate English level for ABUS F170 Business English (as shown by English placement scores).

### Occupational Endorsement Program

1. Complete the general university requirements (page 87).
  2. Complete the occupational endorsement requirements (page 87).
  3. Complete the following courses:\*
    - ABUS F102A—Keyboarding: Touch Typing (1)
    - or ABUS F102C—Keyboarding: Document Formatting (1)..1
    - ABUS F154—Human Relations .....3
    - ABUS F170—Business English (3)
    - or ABUS F271—Business Communications (3) .....3
    - ABUS F182—Office Procedures.....3
    - ABUS F183—Advanced Job Readiness Skills .....2
    - ABUS F199—Practicum in Applied Business .....1
    - CIOS elective appropriate to skill level.....3  4. Minimum credits required .....16
- \* Students must earn a C grade (2.0) or better in each course.

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## BOOKKEEPING TECHNICIAN

College of Rural and Community Development  
Community and Technical College  
907-455-2809  
[www.ctc.uaf.edu/programs/abus/](http://www.ctc.uaf.edu/programs/abus/)

### Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 15 credits

The bookkeeping technician occupational endorsement provides students with the education and training to qualify for bookkeeper positions in both small and large businesses. The occupational endorsement may be earned in one semester and represents one-half of the credits required for the accounting technician certificate. This program is open to students with a high school diploma or GED.

### Occupational Endorsement Program

1. Complete the general university requirements (page 87).
2. Complete the occupational endorsement requirements (page 87).

3. Complete the following courses:\*
    - ABUS F101—Principles of Accounting I .....3
    - ABUS F141—Payroll Accounting .....3
    - ABUS F220—QuickBooks Accounting.....3
    - ABUS F201—Principles of Accounting II.....3
    - ABUS F142—Office Accounting.....3  4. Minimum credits required .....15
- \* Students must earn a C grade (2.0) or better in each course.

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## ENTRY LEVEL WELDER

College of Rural and Community Development  
Community and Technical College  
907-455-2809  
[www.ctc.uaf.edu/programs/weld/](http://www.ctc.uaf.edu/programs/weld/)

### Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 21 credits

The entry level welder occupational endorsement provides training needed to succeed in the structural welding industry and to pass the American Welding Society test, used as an industry standard. The program also covers the safety requirements and mathematics needed in this high-demand occupation.

### Occupational Endorsement Program

1. Complete the general university requirements (page 87).
  2. Complete the occupational endorsement requirements (page 87).
  3. Complete the following:\*
    - TTCH F131—Mathematics for the Trades .....3
    - WMT F103—Welding I Fundamentals and Safety.....3
    - WMT F105—Welding II Basic Welding .....3
    - WMT F130—Shielded Metal Arc Welding.....3
    - WMT F140—Metal Fabrication .....3
    - WMT F160—Gas Metal Arc Welding.....3
    - WMT F290—Welding Proficiency .....3  4. Minimum credits required .....21
- \* Students must earn a C grade (2.0) or better in each course.

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## FACILITY MAINTENANCE

College of Rural and Community Development  
Interior-Aleutians Campus  
907-474-2613  
[www.uaf.edu/rural/](http://www.uaf.edu/rural/)

### Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 12 Credits

The facility maintenance program trains participants in dealing with challenges unique to rural Alaskan structures. Training consists of identifying, troubleshooting and customizing solutions to a building or home, learning the importance of working with community advocates, tracking and analyzing past maintenance trends and developing strategies for future maintenance needs.

## Occupational Endorsement Program

1. Complete the general university requirements (page 87).
  2. Complete the occupational endorsement requirements (page 87).
  3. Complete the following:\*
    - CTT F130—Introduction to Facilities Maintenance .....1
    - CTT F131—Interior Repairs: Drywall, Woodwork Trim, Window Replacement.....1
    - CTT F132—Flooring Installations: Vinyl, Wood and Parquet...1
    - CTT F133—Cabinet Installation with Countertops.....1
    - CTT F135—Boiler Troubleshooting and Burner Repair.....2
    - CTT F137—Appliance Troubleshooting and Repair .....2
    - CTT F138—Troubleshooting HVAC Systems.....2
    - CTT F151—Introduction to Plumbing Tools and Drawings.....1
    - CTT F153—Plastic and Copper Pipe and Fittings .....1
  4. Minimum credits required .....12
- \* Students must earn a C grade (2.0) or better in each course.

## FINANCIAL SERVICES REPRESENTATIVE

College of Rural and Community Development  
Business Technologies Division  
Bristol Bay Campus 907-842-5109  
Chukchi Campus 907-442-3400  
Interior-Aleutians Campus 907-474-5439  
Kuskokwim Campus 907-543-4500  
Northwest Campus 907-443-2201  
Community and Technical College 907-455-2800  
[www.ctc.uaf.edu/abus/](http://www.ctc.uaf.edu/abus/)

### Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 15 credits

The financial services representative program provides education and training to qualify students for customer service and teller positions in banks, credit unions and other financial institutions. This 15-credit occupational endorsement may be earned in one semester and represents half of the credits required for the applied business management certificate in finance. Upon completion of the course work, students may enroll in BA F253—Internship for an optional additional 1 – 3 credits and get practical work experience in a financial institution.

This program is open to students who can document a high school diploma or GED. In order to be hired in any financial institution graduates must be able to pass credit and criminal background checks.

### Occupational Endorsement Program

1. Complete the general university requirements (page 87).
  2. Complete the occupational endorsement requirements (page 87).
  3. Complete the following courses\*:
    - ABUS F120—Personal Finance and Investing.....3
    - ABUS F160—Principles of Banking.....3
    - ABUS F233—Financial Management .....3
    - ABUS F155—Business Math (3)  
or MATH F100-level or above.....3
    - ABUS F154—Human Relations (3)  
or ABUS F175—Customer Service .....3
  4. Minimum credits required .....15
- \* Students must earn a C grade (2.0) or better in each course.

## HEALTH, ALLIED

College of Rural and Community Development  
Rural Health Programs  
907-455-2050  
<http://ruralhealth.uaf.edu>  
Community and Technical College  
907-455-2822  
[www.ctc.uaf.edu/programs/health/](http://www.ctc.uaf.edu/programs/health/)

### Occupational Endorsement

Minimum Requirements for Endorsement: 9 – 13 credits

The occupational endorsements in allied health provide students with the knowledge and technical skills for employment in health care. Occupational endorsements are available in medical billing, medical coding, medical office reception and nurse aide.

Special admission, licensing, or certification requirements may apply to students in this program. Applicants should familiarize themselves with these and speak with a faculty advisor if they have any questions or concerns.

#### Medical Billing and Medical Coding

The occupational endorsements in medical billing and medical coding prepare students for employment in medical offices, clinics, hospitals and other medical facilities. Students in the program learn analysis of medical records and the assigning of codes for indexing diagnoses and procedures to provide information for reimbursement purposes.

#### Medical Office Reception

Students receive education in the theory and skills for both office work and clinical care. Prerequisites for the program include a high school diploma or GED.

#### Nurse Aide

The nurse aide occupational endorsement provides education and training to students in theory and basic nursing skills necessary to become efficient and productive health care team members. Students who successfully complete the program will be prepared to sit for the state of Alaska nurse aide examination for certification. This program is open to those who can document a high school diploma or GED and 10th grade reading level by exam or have the instructor's permission. Students must also be in good physical condition (capable of repeatedly lifting 50 pounds) and have the following immunizations: Hepatitis B full series, two MMRs, chickenpox vaccine (or titer to prove immunity to MMR/chickenpox) and have a negative PPD for tuberculosis within the past year.

Information on any of the Allied Health programs is available from the Allied Health Division at the Community and Technical College, PO Box 758040, Fairbanks, AK 99775; by calling 907-455-2822; by email at [fyhealth@uaf.edu](mailto:fyhealth@uaf.edu); or at [www.ctc.uaf.edu/health/](http://www.ctc.uaf.edu/health/).

#### Medical Billing — Occupational Endorsement Program

1. Complete the general university requirements (page 87).
  2. Complete the occupational endorsement requirements (page 87).
  3. Complete the following:\*
    - CIOS F150—Computer Business Applications (3)  
or documentation of computer skills and  
approved elective .....3
    - HLTH F100—Medical Terminology .....3
    - HLTH F236—Outpatient Health Care Reimbursement .....3
    - HLTH F237—Inpatient Health Care Reimbursement .....3
  4. Minimum credits required .....12
- \* Students must earn a C grade (2.0) or better in each course.

**Medical Coding — Occupational Endorsement Program**

1. Complete the general university requirements (page 87).
  2. Complete the occupational endorsement requirements (page 87).
  3. Complete the following:\*
    - CIOS F150—Computer Business Applications (3)  
or documentation of computer skills and  
approved elective .....3
    - HLTH F100—Medical Terminology .....3
    - HLTH F208—Human Diseases.....3
    - HLTH F235—Medical Coding\*\* .....4
  4. Minimum credits required .....13
- \* Students must earn a C grade (2.0) or better in each course.  
\*\* Must complete HLTH 235 with a B grade (3.0) or better.

**Medical Office Reception — Occupational Endorsement Program**

1. Complete the general university requirements (page 87).
  2. Complete the occupational endorsement requirements (page 87).
  3. Complete the following:\*
    - CIOS F150—Computer Business Applications (3)  
or documentation of computer skills and  
approved elective .....3
    - HLTH F100—Medical Terminology .....3
    - HLTH F110—Professional Skills in the Workplace.....2
    - HLTH F118—Medical Law and Ethics .....2
    - HLTH F132—Administrative Procedures I .....2
  4. Minimum credits required .....12
- \* Students must earn a C grade (2.0) or better in each course.

**Nurse Aide — Occupational Endorsement Program**

1. Complete the general university requirements (page 87).
2. Complete the occupational endorsement requirements (page 87).
3. Complete the following courses:
  - HLTH F107—Nurse Aide Training (9)  
or HLTH F111 Personal Care Attendant Training (4)  
and HLTH F113—Personal Care Attendant to  
Nursing Assistant Bridge (5).....9
4. Minimum credits required .....9

**LAW ENFORCEMENT ACADEMY**

College of Rural and Community Development  
Community and Technical College  
907-455-2823  
[www.ctc.uaf.edu/programs/lawacad/](http://www.ctc.uaf.edu/programs/lawacad/)

**Alaska Police Standards Council Certification**

Minimum Requirements for Certification: 16 credits

The Law Enforcement Academy prepares students for a career in law enforcement in the state of Alaska. APSC certification will allow a qualified candidate to work as a commissioned officer in any of approximately 65 state and municipal law enforcement organizations.

The Law Enforcement Academy is an intense semester of full-time study. Students attend class 40 hours per week for one semester. The certification is approved by the Alaska Police Standards Council in compliance with Title 13.85.050 of the Alaska Administrative Code. Courses are not offered separately but must be taken as part of the entire Law Enforcement Academy package.

Special admission, licensing, or certification requirements may apply to students in this program. Applicants should familiarize themselves with these and speak with a faculty advisor if they have any questions or concerns.

**Law Enforcement Certification by the Alaska Police Standards Council**

1. Complete the following:
  - LE F110—Cultural and Behavioral Strategies for Law  
Enforcement Officers .....1
  - LE F115—Enforcement Skills for Law Enforcement Officers ...4
  - LE F120—Law Enforcement Operations.....4
  - LE F125—Basic Police Procedures .....3
  - LE F205—Criminal Law for Police Officers.....4
2. Minimum credits required .....16

**PARAMEDIC ACADEMY**

College of Rural and Community Development  
Community and Technical College  
907-455-2895  
[www.ctc.uaf.edu/programs/paramedic/](http://www.ctc.uaf.edu/programs/paramedic/)

The paramedic academy prepares students to take the national paramedic exam. A passing score qualifies students to apply for a paramedic license through the Alaska State Medical Board.

The paramedic academy offers the highest level of education available to prepare for work in the pre-hospital environment. The most common entry level positions for paramedics are in an ambulance within an emergency response system or in a non-emergency transport service. Paramedics also work in doctors' offices, urgent care clinics, hospital emergency rooms, intensive care units, laboratories, aeromedical transport services and safety departments in corporate and industrial settings.

UAF's paramedic academy offers an intensive three-semester course of full-time study. Students may apply their paramedic course credits to more advanced degrees including the A.A.S. in emergency services.

The paramedic academy meets or exceeds the national standards curriculum for the EMT-paramedic. During the first two semesters, the student will complete 500 hours of classroom education and 250 hours of clinical experience. The clinical component includes rotations in a hospital setting, including placements in the emergency room, respiratory therapy, operating room and intensive care unit. In the third semester the student will complete a field internship outside Alaska with an ambulance company supervised by paramedic field preceptors. During the internship the student is responsible for all costs of housing, travel and living expenses in addition to tuition and fees.

The paramedic student should be emotionally stable and have good dexterity, agility and physical coordination. Paramedics must also have the strength to lift and carry heavy loads.

Special admission, licensing or certification requirements may apply to students in this program. Applicants should familiarize themselves with these and speak to a faculty advisor if they have questions or concerns.

**Admission Requirements**

Application packets for the paramedic academy may be obtained from the Community and Technical College, call 907-455-2895 or email at [cmkuhns@alaska.edu](mailto:cmkuhns@alaska.edu). Applications will be reviewed by CTC's Paramedic Academy Advisory Board. In keeping with certification requirements, class size is limited to 16 students. Completion of EMS F170—Emergency Medical Technician I (6 credits) is a prerequisite for the paramedic academy. Completion of HLTH F114—Fundamentals of Anatomy and Physiology (4 credits) is recommended.

## Academy Requirements

- Complete the following:  
EMS F181—Clinical Rotation I.....4  
EMS F183—Clinical Rotation II.....4  
EMS F280—Paramedicine I.....12  
EMS F282—Paramedicine II.....12  
EMS F283—Paramedic Internship.....12
- Minimum credits required.....44

## RURAL HUMAN SERVICES

College of Rural and Community Development  
Statewide Programs 907-474-5440  
Chukchi Campus 907-442-3400  
Interior-Aleutians Campus 907-474-5440  
Kuskokwim Campus 907-543-4500  
Northwest Campus 907-443-2201  
[www.uaf.edu/rhs/](http://www.uaf.edu/rhs/)

### Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 16 Credits

The rural human services programs are designed to develop strong and healthy rural Alaska Native individuals, families and communities. They provide entry-level training for students preparing for careers as natural helpers/healers in village-based public, private and volunteer human service organizations. The curriculum draws extensively on resource people from the Native community and reflects a strong multicultural orientation that validates, incorporates and builds on Native values and principles.

The occupational endorsement is a concentrated course of study focused on rural behavioral health services which meets the training requirements for Behavioral Health Aide I credentials as developed by the Alaska Native Tribal Health Consortium. The endorsement can also serve as a “stepping stone” to the certificate. Both the Alaska Division of Behavioral Health and the Alaska Native Tribal Health Consortium are currently developing and defining competencies and credentials for Alaska behavioral health care workers. The occupational endorsement program directly parallels the entry level competencies training required under these new systems.

Admission is open to anyone employed by a regional Native health corporation or local entity providing village-based human services, or to individuals recognized by their communities as natural helpers/healers. A high school diploma or GED and/or previous training or work experience in the delivery of village-based human services are recommended but not required.

This program is delivered collaboratively within the UA system.

### Occupational Endorsement Program

- Complete the general university requirements (page 87).
  - Complete the occupational endorsement requirements (page 87).
  - Complete the following:  
RHS F110—Cross Cultural Bridging.....1  
RHS F115—Issues of Personal Development.....1  
RHS F120—Family Systems I.....2  
RHS F130—Processes of Community Change.....2  
RHS F140—Alaska Native Values and Principles.....1  
RHS F150—Introduction to Rural Counseling.....2  
RHS F260—Addictions: Intervention and Treatment.....2  
RHS F275—Introduction to Mental Health Recovery.....2  
RHS F285—Case Management.....2
  - Minimum credits required.....16
- Note: See your advisor if you are not sure which catalog year to use.*

## RURAL NUTRITION SERVICES

College of Rural and Community Development  
Interior-Aleutians Campus  
907-474-6080  
[www.uaf.edu/iac/](http://www.uaf.edu/iac/)

### Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 12 credits

The Rural Nutrition Services Program teaches job-related skills and knowledge needed for entry-level employment in a wide range of nutrition-related positions in health care, education, local government and other organizations serving rural Alaska. Students learn nutrition science, behavioral health as it relates to nutrition, Alaska Native knowledge and traditions related to wellness and skills for sharing the information with individuals, groups and communities. Courses are taught within the context of the unique realities of rural Alaskan community food systems.

### Occupational Endorsement Program

- Complete the general university requirements (page 87).
  - Complete the occupational endorsement requirements (page 87).
  - Complete the following: \*  
RNS F105—Nutritional Science for the Generations.....3  
RNS F120—Alaska Native Food Systems.....3  
RNS F201—Community Nutrition Interventions.....2  
RNS F210—Introduction to Rural Nutrition Counseling.....2  
RNS F260—Rural Nutrition Practicum.....2 – 3
  - Minimum credits required.....12
- \* *Students must earn a C grade (2.0) or better in each course.*

## RURAL UTILITY BUSINESS MANAGEMENT

College of Rural and Community Development  
Division of Rural and Economic Development  
Interior-Aleutians Campus  
907-474-5439  
[www.uaf.edu/rural/](http://www.uaf.edu/rural/)

### Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 12 credits

The occupational endorsement in rural utility business management provides education and training in theory and skills necessary for the sustained operation of rural water and waste-water utilities. The program is open to all individuals who wish to apply with the recommendation that they have a high school diploma or GED. It is designed to serve the needs of rural Alaskans who are employed by a rural sanitation utility, or nominated by any of the following: a rural sanitation utility, state of Alaska RUBM program manager or Alaska Native tribal health corporation.

### Occupational Endorsement Program

- Complete the general university requirements (page 87).
  - Complete the occupational endorsement requirements (page 87).
  - Complete the following: \*  
TM F130—Introduction to Utility Management.....2  
TM F131—Organizational Management for Utilities.....2  
TM F132—Operations Management for Utilities.....2  
TM F134—Financial Management for Utilities.....2  
TM F136—Personnel Management for Utilities.....2  
TM F138—Planning for Utilities.....2
  - Minimum credits required.....12
- \* *Students must earn a C grade (2.0) or better in each course.*