

# Certificates vs. Certification. What's the Difference?

In exploring career options, terminology can be confusing. At IU South Bend Extended Learning Services (ELS), our **certificates** are guided courses of study which will provide you with practical, career-oriented training. **Certification** is a formal recognition that you have met the requirements of a set of industry-relevant standards. ELS offers courses of study which qualify you for certification or which prepare you to pass an exam administered by (a third party or professional association) which grants certification.



IU South Bend Certificate	Certification
<ul style="list-style-type: none"> <li>• Educational process</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment process</li> </ul>
<ul style="list-style-type: none"> <li>• Designed for newcomers or experienced individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Designed for individuals with previous experience in the field</li> </ul>
<ul style="list-style-type: none"> <li>• Awarded by IU South Bend Extended Learning Services</li> </ul>	<ul style="list-style-type: none"> <li>• Awarded by a third-party who sets industry-relevant standards</li> </ul>
<ul style="list-style-type: none"> <li>• Indicates completion of courses with a specific focus</li> </ul>	<ul style="list-style-type: none"> <li>• Indicates mastery or competence as measured against set standards, usually by an exam and/or demonstration of competency</li> </ul>
<ul style="list-style-type: none"> <li>• Course content set by educational professionals and advisory committees</li> </ul>	<ul style="list-style-type: none"> <li>• Standards set by a certifying body or accreditation entity</li> </ul>
<ul style="list-style-type: none"> <li>• Results in a certificate; not nationally standardized</li> </ul>	<ul style="list-style-type: none"> <li>• Results in a designation or credential; standardized</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrates knowledge of content at a set period in time</li> </ul>	<ul style="list-style-type: none"> <li>• May require on-going continuing education</li> </ul>

Examples of our certificate programs are:  
 Customer Service • Human Resource Practitioner • Paralegal •  
 Production and Inventory Control • Quality Management •  
 Supervisory Management • Nonprofit Management • Using  
 Microsoft Office • Mastering Microsoft Excel • Mastering Microsoft  
 Word • Mastering Microsoft Access • Basic Web Design •  
 Landscaping • Medical Coding

Examples of programs leading to certification are: Montessori  
 Teacher Academy, Pharmacy Technician (Indiana only)

Examples of programs which help you **prepare for exams that grant certification are:** SPHR/PHR Certification Preparation featuring the  
 SHRM Learning System • Certified Management Accountant Prepara-  
 tion Classes (CMA) • CPIM Exam Review Modules • APICS CSCP  
 Learning System • Exam Preparation for Medical Coders  
 (CCA/CPC)

We also offer a variety of **online certificates and courses leading to certification.** Please go to our website [www.iusb.edu/~cted/online](http://www.iusb.edu/~cted/online)

## *Recent Certificate Graduates:*

### **Basic Web Design Certificate**

Judy Holderman  
 Susan Wheeler

### **Human Resource Practitioner Certificate**

Ira Bragg                      Mark Yohn  
 Char Koczan                 De'siree Yohn  
 Lynn Pilarski                Vickie Pinckert  
 Sue Ann Von Blon         Andres Valtierra

### **Not-for Profit Certificate Program**

Simon Mborothi

### **Supervision Certificate**

Douglas Eley  
 Donna Macht  
 Theresa Wesolowski

### **Supply Management Certificate**

Lindy Conway  
 Debra Wisler