Checking Your Progress
toward earning your Career Certificate

For students starting the certificate program after Fall 2018:

To review your certificate progress you will need to login to D2L and find the "Career Development Certificate Programs" course. Then click "Assessments" and then "Grades." Under "Grade items" you will see both the FR/SO certificate and the JR/SR certificate. Please look for the one that corresponds to your level. Yours will need to show 7/7 points for a full career certificate. Please be aware of the number of items your professor is requiring you to complete for your class assignment. (For example, some faculty only require 4 of the 7).

If you have any questions on your certificate progress, please email the CDC careercertificate@kutztown.edu or call: 610-683-4067. (Mon-Fri 8-4:30).

For students who completed part, or all, of the certificate in the prior to Fall 2018:

- There is no online tracking available in Handshake, so please call 610-683-4067 or stop in to the CDC, Stratton 113, and will confirm your progress for you.

If you feel that an item/workshop is missing from your list, please do not hesitate to contact the CDC: 610-683-4067.