



EAST LOS ANGELES COLLEGE

Request for Department Certificate of Completion

PLEASE PRINT

Name: _____ Soc. Sec. No. _____
Last First

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone Number Day: _____ Evening: _____

Certificate Requested _____ (see second page for list of certificates)

Department/Discipline _____ Top Major Code _____

Congratulations on your completion of an East Los Angeles College Certificate Program. In order to receive the actual certificate you must complete this form and include the necessary items as stated in the Certificate Application Procedure on the back page of this form. **Check to see if you have completed all of the following general requirements before submitting your request.**

**CERTIFICATE OF COMPLETION REQUEST SHOULD BE FILED AFTER ALL CLASSES ARE COMPLETED
GENERAL REQUIREMENTS**

The following requirements must be fulfilled before Certificates will be granted by East Los Angeles College. These requirements are applicable for Certificate Programs requiring 15 or more units.

1. A minimum GPA of 2.0 for all courses required for certificate.
2. All courses acceptable for credit must be approved by the Western Association of Universities and Colleges or by a comparable accrediting agency. This requirement will be determined by the Department Chair for the discipline, and will be based on student transcripts.
3. At least sixty percent of the courses required for the Certificate must be completed at East Los Angeles College, unless otherwise indicated by a specific accrediting agency. (Please provide documentation.)
4. The last twelve units required for the certificate must be completed at East Los Angeles, unless otherwise indicated by a specific accrediting agency.
5. All courses fulfilling the requirements for one certificate may be applied to other certificates.

Please Read Certificate Application Procedure On Second Page Before Continuing.

List all the required courses for the Certificate Requested. Indicate when and at **WHAT COLLEGE** these courses were completed. **ATTACH OFFICIAL SEALED TRANSCRIPTS** from other colleges attended outside the Los Angeles Community College District. If you require additional space, please attach another request form.

Course	Semester Completed	College Where Completed	Grade Received	For Dept. Chair Use, GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cumulative GPA _____

Student's Signature: _____ Date: _____

CERTIFICATE APPLICATION PROCEDURE

1. Check the college catalog to make sure that you have taken all the necessary courses. Your calculated GPA will be in the computer as soon as instructors have turned in their grade sheet to Admissions.
2. Please designate which certificate you are applying for. You must also include the correct title of your certificate or your request will be returned.
3. If you have taken courses for your certificate at another institution outside the Los Angeles Community College District, include an Official Transcript from that institution.
4. Some certificates require that you have "experience". Please check the course catalog and with your Department Chair for the definition of "experience" that is related to your certificate. You must include a letter from the business, agency, or school that states the hours of your employment, volunteer work, or internship contributions.
5. When you have obtained and attached all the necessary items, please submit them to Admissions. Admissions will log your request, and then submit your documents to the Department Chair for review.
6. The **Office of Academic Affairs** will issue an approved certificate, have it signed by the College President and Department Chair, and then send it to you. You will be notified if your request has been denied. This process takes approximately 6-8 weeks.

APPROVED LIST OF CERTIFICATES

Accounting	Electrocardiograph Technician (option III)	Journalism
Administrative Assistant	Electron Microscopy Technician	Legal Secretary
Administration of Justice	Electronics-Computer (1 & 2 yr.)	Licensed Vocational Nurse
Architecture Drafting	Electronic Publishing-Art, Photography, Journalism	Marketing
Architecture Computer Aided Design (CADD)	Electronics Technology (1 & 2 yr.)	Medical Assistant (option I)
Architecture-Transport Planning	Emergency Department Assistant	Medical Secretary (option IV)
Art Graphic Communication	Engineering CAD	Medical Transcriptionist
Bilingual-Bicultural Education (option 3)	Engineering CADD	Nursing
Business Management	Engineering Technology	Office Systems Specialist
Chemical Dependency Counselor	Executive Secretary	Pattern Making
Child Development-Certificate III	Family & Consumer Studies	Photography
Clerical Assistant	Family Child Care Provider	Real Estate Appraisal
Community Health Worker (option II)	Fashion Design	Real Estate Broker
Computer Info. Tech./Microcomputer	Fashion Merchandising	Real Estate Escrow
Computer Info. Tech./Programming	Governmental Supervisor	Real Estate Sales
Dressmaking	Health Information Coding & Statistics Clerk	Respiratory Therapy
Early Childhood Prog.-Direct.-Private License	Health Information Coding Specialist	Theatrical Costume Construction
Early Childhood Prog.-Teacher-Private License	Health Information Technology	Transcriber
Education Aide-General Program (option 1)	Health Information Typist Clerk	Word/Information Process
Education Associate-Special Ed. (option 2)	Import Automotive Technology	
Elder Care/Gerontology	International Trade	

Department/Office Use Only

APPROVED Department Chair (Signature): _____ Date: _____

COMPLETED Spring Summer Fall Year: _____ Title of Certificate: _____

DENIED Reason for Denial: _____

Certificate Issued By Academic Affairs (Signature): _____ Date Student Notified: _____