## **Request for Department Discipline Skills Certificate**

PLEASE PRINT				
Name:		Student I.D. No		
Las	t First	MI		
Address:		City	State	Zip Code
Contact Number		Email Address		-
		Email radioss		
Department/Discipline		(Sel	ect from the list of certificat	tes on the reverse side.)
Certificate Requested _		TO	P/Major Code	
this form and include the	our completion of an East Los Angeles ne necessary items as stated in the Cert neral requirements before submittin	tificate Application Procedure on the		
A	ALL GRADES MUST BE POSTED	ON TRANSCRIPTS PRIOR TO S	UBMISSION OF REQUE	ST.
	<u>G</u>	ENERAL REQUIREMENTS		
The following require	ments must be fulfilled before certifi	icate(s) can be granted by East Los	Angeles College.	
agency. Req Community ( 3. Course requi 4. All courses fi	cceptable for credit must be approved uirement shall be determined by the Decollege District must be mailed directed for the Certificate must be completed filling the requirements for one certificate appliance of the Certificate requested. Indicate will Los Angeles Community College District mail of the certificate requested.	epartment Chair for the discipline. Itly to the Admissions and Records of the discipline at East Los Angeles College, unlessicate may be applied other certificate dication procedure on the reverse side then and the college the courses were compared to the course were considered to the course we	Transcripts from institutions Office. No hand delivered to see the second secon	s outside the Los Angeloranscripts accepted.  TRANSCRIPTS from
	pace, please attach another request form.			
Course	Semester	College	Grade	GPA
Course	Completed	Where Completed	Received	(For Dept. Chair Use)
				-
			·	
			<b>Cumulative GPA:</b>	
Student's Signature		Date		

## Skills Certificate Application Procedure

- 1. Check the college catalog to ensure you have taken all the necessary courses. Your GPA will be reflected on your record once instructors post grades online.
- 2. Indicate the certificate you are applying for. Requests with incorrect titles shall be returned.
- 3. Attach all the required documentation and submit to the Admissions and Records Office (E1-115. If you have taken courses for your certificate at another institution outside the Los Angeles Community College District, you must have official copies on file with the Admissions and Records Office. Hand delivered transcripts are not accepted.
- 4. The Admissions and Records Office will forward your request and documents to the Department Chairs for review.
- 5. The **Office of Workforce Education** will issue the approved certificate, have it signed and mailed to you. You will be notified if your request has been denied. This process takes approximately 6-8 weeks.

## APPROVED LIST OF SKILLS CERTIFICATES 2012-2013

Administration of Justice:		<b>Business Administration:</b>	
Community Service Officer	(2105.07)	Accounting Assistant	(0502.01)
Custody Assistant Officer	(2105.10)	Advanced Accounting Specialist	(0502.02)
Emergency Medical Technician	(1250.01)	Accounting Using Quickbooks Pro	(0502.05)
Fire Officer	(2133.02)	Real Estate Agent	(0511.05)
LASD Crime Scene Investigation for Detectives		Real Estate Appraisal Trainee	(0511.01)
Fingerprint Classification	(2105.01)	Real Estate Escrow	(0511.03)
Patrol Operations	(2105.06)	Real Estate Sales	(0511.04)
Peace Officer of the State of California	(2105.50)		
Public Safety Dispatcher	(2105.05)	Child, Family & Education:	
Security Officer	(2105.30)	Child Development Associate Teacher-	
Supervisory Training	(2105.04)	Certificate 1	(1305.11)
Traffic Investigator	(2105.03)	Children with Special Needs Emphasis	(1305.21)
	(=====)	Family Child Care Provider	(1305.00)
Architecture:			
Architectural CAD-3D Modeling	(0201.02)	Computer Applications & Office Technologies:	
Architectural CAD-AutoCAD	(0201.09)	Logistics Material Handling Certification	(0510.03)
Architectural Detailing	(0201.08)	Technology and Logistics Level 1	(0510.01)
Architectural Graphics	(0201.07)	Technology and Logistics Level 2	(0510.02)
Architectural GIS/MAPS	(0201.04)		
Architectural History	(0201.06)	Engineering and Technologies:	
Architectural Interiors	(0299.00)	A+ Certification Training	(0934.03)
Architectural Professional Practice I	(0299.01)		
Architectural Professional Practice II	(0299.02)	Life Sciences:	
Architectural Transportation Planning	(0201.05)	Emergency Department Assistant	(1250.00)
1 0		Community Agency Liaison	(1223.05)
Art:		Family Counseling	(2104.01)
Basic Graphics Technology	(0620.10)	Gerontology Aide	(1309.00)
1	(	Personnel Supervision	(0614.00)
Automotive Technology:			
Undercar Specialist	(0948.07)	Photography:	
Automotive Customer Service Management	(0948.08)	Black and White Darkroom Laboratory	
	(** 10100)	Processing	(1012.11)
		Portrait Photography	(1012.23)
		Psychology:	
		Recovery Specialist	(2104.40)
		Receivery opecians:	(2107.70)

Department/Office Use Only							
Title of Certificate:	Top Code:						
□ Winter □ Spring □ Summer □ Fall Catalog Completed Date:	Issue Date:						
□ APPROVED □ DENIED Reason for Denial:							
Department Chair Signature:	Admissions Office Use Only						
Certificate Issued by Workforce Education (Init):Date Student Notified:	Petman: Acad. Affairs: Department: DEC:						