

Skills 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 the Admissions Office.
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. When you have obtained all the necessary documents, please attach them to this form and submit them to the Admissions Office (E1-105). Admissions will record your request, then forward your documents to the department chairs to be reviewed.
4. If the department chairs approve your request, the Office of Workforce Education will issue the certificate and then mail it to you. You will be notified if your request has been denied. This Process takes approximately 6-8 weeks.

Approved List of Skills Certificates

Administration of Justice:

Community Service Officer	(2105.07)
Custody Assistant Officer	(2105.10)
Emergency Medical Technician	(1250.01)
Fire Officer	(2133.02)
LASD Crime Scene Investigation for Detectives	(2105.42)
Fingerprint Classification	(2105.01)
Patrol Operations	(2105.06)
Peace Officer of the State of California	(2105.50)
Public Safety Dispatcher	(2105.05)
Security Officer	(2105.30)
Supervisory Training	(2105.04)
Traffic Investigator	(2105.03)

Child, Family & Education:

Child Development Associate Teacher- (Certificate 1)	(1305.11)
Children with Special Needs Emphasis	(1305.21)
Family Child Care Provider	(1305.00)

Computer Applications & Office Technologies:

Logistics Material Handling Certification	(0510.03)
Technology and Logistics Level 1	(0510.01)
Technology and Logistics Level 2	(0510.02)

Engineering and Technologies:

A+ Certification Training	(0934.03)
Engineering Graphics	(0953.00)

Kinesiology:

Kinesiology Athletic Coach	(0835.00)
Aquatics Specialist	(0835.00)

Life Sciences:

Emergency Department Assistant	(1250.00)
Community Agency Liaison	(1223.05)
Family Counseling	(2104.01)
Gerontology Aide	(1309.00)
Personnel Supervision	(0614.00)

Architecture:

Architectural CAD-3D Modeling	(0201.02)
Architectural CAD-AutoCAD	(0201.09)
Architectural Detailing	(0201.08)
Architectural Graphics	(0201.07)
Architectural GIS/MAPS	(0201.04)
Architectural History	(0201.06)
Architectural Interiors	(0299.00)
Architectural Professional Practice I	(0299.01)
Architectural Professional Practice II	(0299.02)
Architectural Transportation Planning	(0201.05)

Art:

Basic Graphics Technology	(0620.10)
---------------------------	-----------

Automotive Technology:

Undercar Specialist	(0948.07)
Automotive Customer Service Management	(0948.08)

Business Administration:

Accounting Assistant	(0502.01)
Advanced Accounting Specialist	(0502.02)
Accounting Using Quickbooks Pro	(0502.05)
Real Estate Agent	(0511.05)
Real Estate Appraisal Trainee	(0511.01)
Real Estate Escrow	(0511.03)
Real Estate Sales	(0511.04)

Photography:

Black and White Darkroom Laboratory	
Processing	(1012.11)
Portrait Photography	(1012.23)

Psychology:

Recovery Specialist	(2104.40)
---------------------	-----------

Department/Office Use Only

APPROVED Department Chair: _____
Signature Issue Date

Winter Spring Summer Fall Catalog Completed Date: _____

Title of Certificate: _____

DENIED Reason for Denial: _____

Admissions Office Use Only

Date Received: _____
 Date Input: Dec _____
 Petman _____
 Date Fwd to Dept.: _____

Certificate Issued by _____
 Workforce Education (Signature): _____ Date Student Notified: _____