

Request for Department Certificate of Achievement

PLEASE PRINT

Name: _____ Student I.D. No. _____
Last First MI

Address: _____
City State Zip Code

Contact Number _____ Email Address _____

Department/Discipline _____ (Select from the list of certificates on the reverse side.)

Certificate Requested _____ 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. **Verify you have completed all of the following general requirements before submitting your request.**

ALL GRADES MUST BE POSTED ON TRANSCRIPTS PRIOR TO SUBMISSION OF REQUEST.

GENERAL REQUIREMENTS

The following requirements must be fulfilled before certificate(s) can be granted by East Los Angeles College. These requirements are applicable for certificate programs requiring 15 or more units.

1. Grade of "C" or better in 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. Requirement shall be determined by the **Department Chair** for the discipline. Transcripts from institutions outside the Los Angeles Community College District **must be mailed directly to the Admissions and Records Office**. No hand delivered transcripts accepted.
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 College, unless otherwise indicated by a specific accrediting agency.

Please read certificate application procedure on the reverse side before continuing.

List all the required courses for the Certificate requested. Indicate the college and when the courses were completed. **OFFICIAL SEALED TRANSCRIPTS** from institutions outside of the Los Angeles Community College District must be MAILED directly to the Admissions and Records Office. No hand delivered transcripts accepted.

If you require additional space, please attach another request form.

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

Cumulative GPA:

Student's Signature _____ Date _____

Certificate of Achievement Application Procedure

1. Check the college catalog to ensure 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 Office of Admissions.
2. Indicate which certificate you are applying for. Requests with incorrect titles shall be returned.
3. 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. 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 and Records Office (E1-105). The Admissions and Records Office will review and approve your request.
6. The **Office of Continuing Education & Workforce Development** will issue the approved certificate, have it signed and mail it to you. You will be notified if your request has been denied. This process takes approximately 8-10 weeks.

APPROVED LIST OF CERTIFICATES OF ACHIEVEMENT 2019-2020

<p>Addiction Studies: Addiction Counselor 2104.40 Chemical Dependency Specialist in Criminal Justice (AJ Dept.) 2105.14 Substance Abuse Assessor 2104.40</p> <p>Administration of Justice: Administration of Justice 2105.00 AJ/Law Emphasis 2105.11 AJ/Sociological Emphasis 2105.12 Basic Police Academy Preparation 2105.51 Chemical Dependency Specialist in Criminal Justice (Psychology Dept.) 2105.14 Fire Technology/ State Fire Marshall Core Classes 2133.50 Forensic Crime Scene Investigation 2105.40</p> <p>Allied Health: Gerontology/Health 1309.00 Health Information Clerk Typist 1223.12 Health Information Coding Specialist 1223.11 Health Information Coding and Statistics Clerk 1223.10 Health Information Technology 1223.00 Interventional Radiology Coding 1223.00 Respiratory Therapy 1210.00</p> <p>Architecture: Architectural Computer Aided Design (CADD) 0201.00 Architectural Design 0201.10 Architectural Drafting 0201.01 Architectural Drawing 0201.12</p> <p>Art: Animation (Level One) 0614.40 Animation (Level Two) 0614.01 Arts Graphic Communication 1030.00 Multimedia (Level One) 0614.10 Multimedia (Level Two) 0614.11</p>	<p>Automotive Technology: Automobile Technology 0948.00 Cooling Systems and Climate Control Specialist 0948.03 Drivetrain Specialist 0948.06 Engine Performance and Drivability 0948.04</p> <p>Business Administration: Accounting 0502.00 Business Management I 0506.00 Business Marketing I 0509.00 Cloud Computing 0702.00 CSIT – Microcomputers 0702.00 CSIT – Programming 0707.10 Enrolled Agent I 0502.10 Enrolled Agent II 0502.10 Hospitality 1307.00 Real Estate Broker 0511.00</p> <p>Child Family & Education: Teacher–Certificate 2 1305.00 Gerontology/ Health 1309.00 Site Supervisor- Certificate 3 1305.01 Infant/Toddler Emphasis 1305.91</p> <p>Computer Applications & Office Technologies: Administrative Assistant 0514.00 Business Information Worker I 0514.00 Business Information Worker II 0514.00 Customer Service Representative 0518.00 Executive Assistant 0514.01 International Trade 0508.00 Office Systems Specialist 0514.15 Office Assistant 0514.06 Technology & Logistics 0510.00 Technology for E-Commerce and Entrepreneurs 0709.10 Word Information Processor 0514.03</p> <p>Engineering & Technologies: Engineering Graphics 0953.00</p>	<p>Journalism: Desktop Publishing (with Art & Photography Department) 0614.50 Journalism 0602.00</p> <p>Kinesiology: Fitness Specialist Certification 0835.20</p> <p>Life Science: Biotechnology 0430.00</p> <p>Media Arts: Color Printing & Processing 1012.01 Desktop Publishing (with Art & Journalism Department) 0614.50 Digital Imaging 1012.02 Large Format Photography 1012.03 Photography & Digital Imaging 1012.00 Studio Lighting & Techniques 1012.04</p> <p>Music: Instrumental/Vocal Performer 1005.00 Jazz Studies 1005.00 Music Arranging 1005.00 Music Notation 1005.00 Music Technology 1005.00</p> <p>Nursing: Licensed Vocational Nurse to Registered Nurse 1230.01</p> <p>Theater: Costume Design and Technology 1006.00 Stage Management & Production 1006.03</p>
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Admissions/Staff Use Only

Date Input in PeopleSoft: _____

Received by Admissions: _____ Logged in Petman: _____ Evaluation by: _____

Winter Spring Summer Fall Completion Date: _____ Issue Date: _____

APPROVED **DENIED** Reason for Denial: _____

Certificate Issue by CEWD (Init): _____ Date Student Notified: _____

Comments: _____