



## 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:**

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)

**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)
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**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)

**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)
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**Life Sciences:**

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

**Photography:**

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

**Psychology:**

Recovery Specialist	(2104.40)
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<b>Department/Office Use Only</b>	
Title of Certificate: _____	Top Code: _____
<input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall   Catalog Completed Date: _____ Issue Date: _____	
<input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>DENIED</b> Reason for Denial: _____	
Department Chair Signature: _____	
Certificate Issued by _____	
Workforce Education (Init): _____	Date Student Notified: _____
<b>Admissions Office Use Only</b>	
Petman: _____	Acad. Affairs: _____
Department: _____	DEC: _____