Request for Department Discipline Skills Certificate

PLEASE PRINT

Name:			ent I.D. No				
	Last	First		MI			
Address:							
			City		State	Zip Code	
Contact Number:			Email Address				
Certificate F	Requested				(see reverse si	de for list of certificate	s.)
Department/I	Discipline				TOP/Major C	ode	

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.**

SKILLS CERTIFICATE REQUEST SHOULD BE FILED UNTIL ALL GRADES ARE POSTED ON TRANSCRIPTS.

GENERAL REQUIREMENTS

The following requirements must be fulfilled before certificate(s) can be granted by East Los Angeles College.

- 1. Grade of "C" or better in all courses or Skills Certificates.
- All courses acceptable for credit must approved by the Western Association of Universities and Colleges or by a comparable accrediting agency. This requirement will be determined by the <u>Department Chair</u> for the discipline, and will based on student transcripts. Transcripts from other colleges need to be mailed directly to the Admissions Office as opposed to student's hand carrying it.
- 3. Course required for the Certificate must be completed at East Los Angeles College, unless otherwise approved.
- 4. All courses fulfilling the requirements for one certificate may be applied to other certificates.

Please read certificate application procedure on the back of the page before continuing.

List all the required courses for the Certificate Requested. Indicate when and at what college these courses were completed.

Course	Semester Completed	College Where Completed	Grade Received	GPA (For Dept. Chair Use)
		Cu	mulative GPA:	
Student's Signature		Date	1	

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:	(2105.05)		
Community Service Officer	(2105.07)	Child, Family & Education:	
Custody Assistant Officer	(2105.10)	Child Development Associate To	eacher-
Emergency Medical Technician	(1250.01)	(Certificate 1)	(1305.11)
Fire Officer	(2133.02)	Children with Special Needs Em	
LASD Crime Scene Investigation for Detectives		Family Child Care Provider	(1305.00)
Fingerprint Classification	(2105.01)		(100000)
Patrol Operations	(2105.06)	Computer Applications & Office 7	Fechnologies:
Peace Officer of the State of California	(2105.50)	Logistics Material Handing Cert	
Public Safety Dispatcher	(2105.05)	Technology and Logistics Level	
Security Officer	(2105.30)	Technology and Logistics Level	
Supervisory Training	(2105.04)	Technology and Logistics Level	2 (0310.02)
Traffic Investigator	(2105.03)	Engineering and Technologies:	
			(003403)
Architecture:		A+ Certification Training	(0934.03)
Architectural CAD-3D Modeling	(0201.02)	Engineering Graphics	(0953.00)
Architectural CAD-AutoCAD	(0201.09)	17	
Architectural Detailing	(0201.08)	Kinesiology:	(0035 00)
Architectural Graphics	(0201.07)	Kinesiology Athletic Coach	(0835.00)
Architectural GIS/MAPS	(0201.04)	Aquatics Specialist	(0835.00)
Architectural History	(0201.06)		
Architectural Interiors	(0201.00) (0299.00)	Life Sciences:	
Architectural Professional Practice I	(0299.00)	Emergency Department Assistar	
Architectural Professional Practice I	(0299.01) (0299.02)	Community Agency Liaison	(1223.05)
Architectural Transportation Planning	(0201.05)	Family Counseling	(2104.01)
Architectural Transportation Flamming	(0201.03)	Gerontology Aide	(1309.00)
Art:		Personnel Supervision	(0614.00)
	(0620 10)		
Basic Graphics Technology	(0620.10)	Photography:	
Antomotine Technolog		Black and White Darkroom Lab	oratory
Automotive Technology:	(0049.07)	Processing	(1012.11)
Undercar Specialist	(0948.07)	Portrait Photography	(1012.23)
Automotive Customer Service Management	(0948.08)		
		Psychology:	
Business Administration:		Recovery Specialist	(2104.40)
Accounting Assistant	(0502.01)	recovery specialise	()
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)		
	.		
	Department/	Office Use Only	
□ APPROVED Department Chair:			
	gnature		Issue Date
51	gnature		15500 Dale
\Box Winter \Box Spring	□ Summer	□ Fall Catalog Completed Da	te:
Title of Certificate:			
			Admissions Office Use Only
□ DENIED Reason for Denial:			Date Received:
			Date Input: Dec
Cartificate Issued by			Petman
Certificate Issued by	F		Date Fwd to Dept.:

Administration of Justice:

_Date Student Notified: _

Date Fwd to Dept .: