Request for Department Certificate of Achievement

Please print.

Name (Last, First, MI)   Student I.D. No.

Address (City, State, Zip Code)

Contact Number   Email Address

All grades must be posted on transcripts prior to submission of request.

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.**

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 10-12 weeks.

Approved List of Certificates of Achievement 2022-2023

Addiction Studies:
Addiction Counselor (2104.40)
Chemical Dependency Specialist in Criminal Justice (2105.14)
Substance Abuse Assessor (2104.40)

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 (Psych. Dept) (2105.14)
Fire Technology/ State Fire Marshall Core Classes (2133.50)
Forensic Crime Scene Investigation (2105.40)

Public Safety Affiliation:
Basic Training Academy (2133.00)
Custody Assistant Training (2105.10)
Field Probation Officer Core (FPOC) (2105.25)
Fire Academy Training (2133.00)
Juvenile Corrections Officer Core (2105.09)
Police Academy Extended (2105.50)

Allied Health:
Administrative Medical Assistant (1208.00)
Clinical Medical Assistant (1208.00)
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)
Phlebotomy Technician (1210.05)

Architecture:
Architectural Design (0201.10)
Architectural Technology (0201.00)

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)
Museum Studies (1099.00)

Automotive Technology:
Automobile Technology (0948.00)
Cooling Systems and Climate Control Specialist (0948.03)
Drivetrain Specialist (0948.06)
Engine Performance and Drivability (0948.04)

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)
Executive Legal Assistant (1402.00)
Hospitality (1307.00)
International Law & Public Policy Administration (1402.00)
Legal Support Professional (1402.00)
Real Estate Broker (0511.00)
Tax Fundamentals (0502.00)

Chemistry:
Chemistry Technician (0954.00)

Child Family & Education:
Teacher-Certificate 2 (1305.00)
Gerontology/ Health (1309.00)
Site Supervisor- Certificate 3 (1305.01)
Infant/Toddler Emphasis (1305.91)

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)
Industry Safety Standards (0510.00)
International Trade (0508.00)
Microsoft Office Specialist (0514.00)
Office Assistant (0514.06)
Office Systems Specialist (0514.15)
Technology & Logistics (0510.00)
Technology for E-Commerce and Entrepreneurs (0709.10)

Engineering & Technologies:
Advanced Manufacturing Engineering Technician (0924.00)
Computer- Aided Drafting (CAD) (0953.00)
Geo-Spatial Engineering & Technologies (0957.30)
IT Technician Pathway: Stage 1 Computer Retail Sales & Support (0934.10)
IT Technician Pathway: Stage 2 Help Desk User Support (0934.10)
IT Technician Pathway: Stage 3 IT Technician (0934.10)

Journalism:
Desktop Publishing (with Art & Photography Department) (0614.50)
Journalism (0602.00)

Kinesiology:
Fitness Specialist Certification (0835.20)
Physical Therapy Aide (1222.00)

Life Science:
Biotechnology (0430.00)
Health Sciences (1201.00)

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)

Music:
Commercial Music: Instrumental/ Vocal Performer (1005.00)
Commercial Music: Jazz Studies (1005.00)
Commercial Music: Music Arranging (1005.00)
Commercial Music: Music Notation (1005.00)
Commercial Music: Music Technology (1005.00)

Nursing:
Licensed Vocational Nurse to Registered Nurse (1230.01)

Social Sciences:
Pathway to Law School (1401.00)

Theater:
Costume Design and Technology (1006.00)
Stage Management & Production (1006.03)
Technical Theatre & Entertainment Technology (1006.00)
Theatre in the Community (1006.00)