

# Request for Department Discipline Skills Certificate

Please print.

Name (Last, First, MI)

Student I.D. No.

Address (City, State, Zip Code)

Contact Number

Email Address

---

**Skills certificate request should not be filed until all grades are posted on transcripts.**

Department/Discipline

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. **Check to see if 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.

1. Grade of "C" or better in all courses or Skills Certificates.
2. 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 **Department Chair** 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)

Cumulative GPA

Student's Signature

Date

## Skills Certificate Application Procedure

1. Check the college catalog (<https://www.elac.edu/academic-resources/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 Admission
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 (EI-105).
4. If the admissions office approves your request, the CEWD office will issue the certificate and then mail it to you. You will be notified if your request has been denied. This Process takes approximately 10-12 weeks.

### Approved List of Skills Certificates 2022-2023

#### Administration of Justice:

Correctional Studies (2105.00)  
 Fingerprint Classification (2105.01)  
 Emergency Medical Technician (1250.01)

#### Allied Health:

Health/Services Career Foundational (1201.00)

#### Architecture:

Architectural Design (0201.08)  
 Architectural Professional Practice (0201.07)  
 Architectural Sustainability and BIM (0201.06)  
 Architectural Technology (0299.02)

#### Art Department:

Basic Graphics Technology (0620.10)

#### Automotive Technology:

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

#### Business Administration:

Advanced Accounting Specialist (0502.02)  
 Accounting Assistant with Quickbooks (0502.05)  
 Advanced Government Accounting Specialist (0502.00)  
 Cloud Computing I (0707.30)  
 Computing and Business Essentials (0701.01)  
 Cyber Security (0701.01)  
 Hospitality (0502.01)  
 Legal Office Assistant (1402.00)  
 Micro Business Management (0506.02)  
 Real Estate Broker Pathway (0511.03)  
 Real Estate Sales (0511.04)

#### Child, Family & Education:

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

#### Computer Applications & Office Technologies:

Global Trade & Logistics - Import & Export (0508.00)  
 Global Trade & Logistics- International Trade & Transportation (0508.00)  
 Leadership in Global Logistics (0510.00)  
 Logistics Analyst (0501.01)  
 Logistics Fundamentals (0510.00)  
 Logistics Associate (0510.03)  
 Logistics Specialist (0501.02)  
 Social Media (0514.09)

#### Engineering and Technologies:

3D Mapping for GIS Applications (0957.30)  
 3D Modeling for Building Information Modeling (0957.30)  
 A+ Certification Training (0934.03)  
 Engineering Graphics and Design (0953.00)  
 LabVIEW Certification (0934.10)  
 Land Surveying Technician Skills Certificate I (0901.00)  
 Land Surveying Technician Skills Certificate II (0957.30)  
 Land Surveying Technician for High School Students (0957.30)  
 Network + (0934.04)  
 Programming Certification (0934.10)  
 Programming and Problem Solving (0901.01)  
 Property Boundaries for Real Estate and Land Surveying (0957.30)  
 Rocketry Level 1 Certification (0950.10)  
 Sustaining Energy Certification (0934.00)

#### Kinesiology:

Kinesiology Athletic Coach (0835.00)  
 Aquatics Specialist (0835.00)

#### Life Sciences:

Emergency Department Assistant (0201.09)

#### Media Arts:

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

#### Modern Languages:

Baby Signs (0850.00)

#### Psychology:

Addiction Studies Prevention Specialist (2104.40)  
 Addiction Studies Recovery Specialist (2104.40)

#### Theater:

Acting (1006.00)  
 Costume Construction (1006.00)  
 Costume Design and Application (1006.00)  
 Creative Drama (1006.00)  
 Directing (1006.00)  
 Inter-Generational Drama (1006.00)  
 Language & Dialects for Performance (1006.00)  
 Makeup Design & Application (1006.00)  
 Script Analysis (1006.00)  
 Shakespearean Acting (1006.00)  
 Stagecraft (1006.00)  
 Theatrical Lighting (1006.00)  
 Theatrical Sound (1006.00)  
 Wardrobe Attendant (1006.00)

<b>Admissions/Staff Use Only</b>		Date Input in Peoplesoft			
Received by Admissions		Logged in Petman		Evaluation by	
Winter	Spring	Summer	Fall	Completion Date	Issue Date
<b>Approved</b>	<b>Denied</b>	Reason for denial			
Certificate issued by CEWD (Init)				Date Student Notified	
Comments					