CHIPPEWA VALLEY TECHNICAL COLLEGE

CERTIFICATE COMPLETION REQUEST

Name: _____ ID#: _____

Date of Birth: _____

Address/City/State/Zip: _____

Phone #: _____ E-Mail Address: _____

PLEASE CHECK THE CERTIFICATE(S) THAT YOU HAVE COMPLETED
A $5.00 processing fee will be assessed per certificate to review & determine certificate completion.

BUSINESS CERTIFICATES:
- ☐ Construction Management (TC-410-1)
- ☐ Customer Service Rep. (TC-106-6)
- ☐ Entertain, Sports & Event Mrktg (TC-104-5)
- ☐ Insurance Claims Specialist (TC-162-2)
- ☐ Marketing Management (TC-104-3)
- ☐ Office Management (TC-106-12)
- ☐ Paralegal-Post Baccalaureate (TC-110-1)
- ☐ Professional Selling (TC-104-4)
- ☐ Promotional Design (Tc-104-6)
- ☐ Records & Information Mgmt. (TC-106-5)
- ☐ Retail Management (TC-104-2)
- ☐ Small Business Accounting (TC-101-1)
- ☐ Small Business Mrktg. (TC-104-1)
- ☐ Software Solutions Expert (TC-106-11)
- ☐ Software Specialist (TC-106-10)
- ☐ Web Design Specialist (TC-106-3)

LEADERSHIP/MFG/QUALITY CERTIFICATES:
- ☐ Advanced Machining–Swiss (TC-420-1)
- ☐ CAD Operator (TC-606-2)
- ☐ CNC Machining Retraining (TC-420-2)
- ☐ Electrical System Maint. (TC-462-3)
- ☐ Electronics (TC-620-2)
- ☐ Fluid Power Maintenance (TC-462-1)
- ☐ Food Safety (TC-623-3)
- ☐ Human Resource Generalist (TC-196-2)
- ☐ Leadership/Supervision (TC-196-7)
- ☐ Manufacturing Quality (TC-625-2)
- ☐ Mechanical Maintenance (TC-462-4)
- ☐ Organizational Leadership (TC-196-1)
- ☐ Production MIG Welding (Neillsville)
- ☐ Programmable Logic Controller (TC-620-1)
- ☐ Pumping Systems Maint. (TC-462-2)
- ☐ Supervisor's Certificate (AC-196-1)

COMPUTER CERTIFICATES:
- ☐ .NET-VB/ASP (TC-152-7)
- ☐ 3 D Game/Simulation Prog. 1 (TC-152-5)
- ☐ 3 D Game/Simulation Prog. 2 (TC-152-13)
- ☐ Cisco Networking Academy (TC-150-1)
- ☐ IT Network Support Associate (TC-150-2)
- ☐ Database Analysis & Develop. (TC-152-11)
- ☐ Java (TC-152-6)
- ☐ Mobile Application Develop. (TC-152-14)
- ☐ Object-Oriented Appl. Programming (TC-152-3)
- ☐ Network Hardware Support Specialist (TC-150-3)
- ☐ Simulation Application Programming (TC-152-1)
- ☐ Web Development 1 (TC-152-8)
- ☐ Web Development 2 (TC-152-9)
- ☐ Web Multimedia (TC-152-10)

HEALTH CERTIFICATES:
- ☐ Critical Care Nursing (TC-543-2)
- ☐ Critical Care Transport (TC-531-2)
- ☐ Emergency Dept. Nursing (TC-543-3)
- ☐ EMT (TC-531-1)
- ☐ Geriatric Nursing (TC-543-4)
- ☐ Health Information Clerk (TC-530-2)
- ☐ Health Informatics for HIT Prof. (TC-530-5)
- ☐ Perioperative Nursing (TC-543-1)
- ☐ Phlebotomy (TC-513-1)

Students are eligible to receive the program certificate when they have fulfilled the following requirements:
- Pay the **$5.00** fee **per** certificate.
- Attain passing grades in all required courses.
- (Certificate requirements can be found on My Student Life, Program Requirements, Certificate Catalog)
- Fulfilled all financial obligations to the college.
- Completed all certificate courses with a cumulative GPA of 2.0 ("C" average) or better.
- **NO** less than 50% of the required credits must be completed at CVTC.

Registration/Records Staff will review individual student records to determine certificate completion, order your certificate and mail it to the address listed above.

Please return this completed form with your certificate fee to the Eau Claire Business Center – Room 113 or mail to: CVTC, Records Office, 620 West Clairemont Avenue, Eau Claire, WI 54701.   Updated: Dec '13

Date Received:	Time:	Accepted by:
Fee collected - $5 ☐ Yes ☐ No		