Request for Department Certificate of Achievement

PLEASE PRINT						
Name:Last	First	Student I.D. N	Student I.D. No			
Address:	11131	1411				
		City	State	Zip Code		
Contact Number		Email Address				
Certificate Requested		(see reverse sid	e for list of certificates.)			
Department/Discipline		TOP/Major Code				
	etion of an East Los Angeles College Ce ated in the Certificate Application Proce abmitting your request.					
CERTIF	ICATE OF COMPLETION REQUES	ST SHOULD BE FILED <u>AFTER</u> AL	L CLASSES ARE COMPLI	ETED.		
	GE	NERAL REQUIREMENTS				
The following requirements modertificate programs requiring	ust be fulfilled before certificate(s) can 15 or more units.	n be granted by East Los Angeles Co	ollege. These requirements a	re applicable for		
3. At least sixty percent accrediting agency. (4. The last twelve units that the required courses for the transcripts from other collinear transcripts.)	he Certificate Requested. Indicate when	e must be completed at East Los Angele pleted at East Los Angeles College, unl on procedure on the back of the page and at what college these courses were	less otherwise indicated by a specific before continuing.	pecific accrediting agency.		
If you require additional space, p	olease attach another request form. Semester Completed	College Where Completed	Grade Received	GPA (For Dept. Chair Use)		
			Cumulative GPA:			
Student's Signature		Date				

Certificate Application Procedure

- 1. Check the college catalog to make sure that you have taken all the necessary courses. You're calculated GPA will be in the computer as soon as instructors have turned in their grade sheet to Admissions.
- 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. If you have taken courses for your certificate at another institution outside the Los Angeles Community College District, include an Official Transcript from that institution.
- 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 Office (E6 103). Admissions will record your request then submit your documents to the Department Chairs to be reviewed.
- 6. The **Office of Workforce Education** will issue approved certificate, have it signed and then mail it to you. You will be notified if your request has been denied. This process takes approximately 6-8 weeks.

		PROVED LIST OF	CERTIFICATE	OF ACHIEVEMENT		
Administration of Justic		(- 1 0 - 0 0)				
Administration of Justice		(2105.00)		Child, Family & Education		(120= 15)
AJ/Law Emphasis		(2105.02)		CD/Teacher (Certificate		(1305.12)
AJ/Sociological Emphasis		(2105.20)	CD/Supervisor (Certificate #3)		ate #3)	(1305.13)
Basic Police Academy Preparation		(2105.50)		Elder Care/Gerontology		(1305.30)
Chemical Dependency Specialist				Infant/Toddler Emphasis		(1305.10)
in Criminal Justice		(2105.10)		Computer Applications & O	0	(0.51.4.00)
(with Psychology Dept.)		(2105.10)		Administrative Assistant		(0514.00)
Fire Technology/State Fire		(2122.50)		Clerical Assistant		(0514.02)
Marshall Core Classes		(2133.50)		Executive Assistant		(0514.01)
Forensic Crime Scene Investigation		(2105.40)		Legal Secretary		(0514.10)
Anthropology/Geography/Geology:		(0500.00)		Office Systems Specialist		(0514.05)
International Trade		(0509.90)				(0514.04)
Architecture:				Word/Information Proces	ssor	(0514.03)
Architectural Computer-Aided		(0201.00)		Engineering:		(0052.00)
Design (CADD)		(0201.00)		Computer Aided Drafting (CAD)		(0953.00)
Architectural CAD-MicroStation		(0201.03)		Computer Aided Design/Drafting (CADD)		(0953.01)
Architectural Design		(0201.01)		Journalism:		(1020.01)
Architectural Drafting		(0201.01)		Desktop Publishing		(1030.01)
Architectural Drawing		(0201.05)		Journalism		(0602.02)
Art: Desistan Dublishing (with Journalism and Phot		Ohotography		Life Science:		(0934.70)
Desktop Publishing (with Journalism and I				Electron Microscopy		(0934.70) (1250.00)
Departments)		(1030.01)		Emergency Department Assistant		(1230.00) (1223.00)
Animation (Level I)		(1099.02)		Health Information Technology		
Animation (Level II)		(1099.03)		Health Information Technology Coding Specialist Health Information Coding & Statistic Clerk		(1223.02) (1223.01)
Arts Graphic Communication		(1030.00)				(1223.01) (1203.70)
Multimedia (Level I)		(1099.00)		Medical Assisting Program-Medical Assistant Medical Assisting Program-Com. Health Worker		(1203.70) (1299.00)
Multimedia (Level II)		(1099.01)		Medical Assisting Program-Medical Secretary		(1299.00) (0514.20)
Automotive Technology:		(0049.00)		ė ė .		(0314.20) (1210.00)
Automobile Technology		(0948.00)		Respiratory Therapy Nursing:		(1210.00)
Cooling Systems and Climate Control Specialist		(0946.00)		RN Curriculum for LVN, 30 unit option		(1203.01)
		(0948.02)		Photography:		(1203.01)
Drivetrain Specialist Engine Performance		(0948.02)		Desktop Publishing		(1030.01)
		(0946.03)				` ′
Business Administration:		(0502.00)		Photography & Digital Imaging		(1012.20)
Accounting Pusings Management		(0506.00)		Psychology:		(2104.42)
Business Management		(0701.01)		Chemical Dependency Counselor Chemical Dependency Specialist		(2104.42)
CSIT Programming		(0704.00)		in Criminal Justice (with AJ Dept.)		(2105.10)
CSIT Programming Governmental Supervision		(0506.30)		Speech and Theater Arts:		(2103.10)
Marketing		(0509.50)		Stage Management and Production		(1006.01)
Microcomputer Programming Specialist		(0707.10)		Stage Wanagement and Froduction		(1000.01)
Real Estate Broker		(0511.02)				
Real Estate Bloker			rtment/Office U	se Only		
		•		v		
□ APPROVED	Department Cha	air:			D.4.	
	Signature		Date			
	Completed:	□ Winter	□ Spring	□ Summer □	Fall	
	Title of Certific	ate:			Γ	
The of Confidence.					Admissions Office U	Jse Only
- DEMICE	D C D	C D : 1			Date Received:	
□ DENIED	Reason for Denial:			Date Input: Dec		
					Date Input. Dec	′ l
ficate Issued by					Petman	ľ

_____ Date Student Notified: _____

Workforce Education (Signature):