Certificate of Achievement

Name: _____ Student I.D. No. _____

Last   First   MI

Address: _____

Number/Street   City   State   Zip Code

Contact Number _____ Email Address _____

Department/Discipline _____

Certificate Requested _____

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.**

ALL GRADES MUST BE POSTED ON TRANSCRIPTS PRIOR TO SUBMISSION OF REQUEST.

<u>GENERAL REQUIREMENTS</u>

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 **<u>Department Chair</u>** 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 <u>read</u> certificate application procedure on the reverse side before continuing.

List all the required courses for the Certificate requested. Indicate <u>when</u> and the <u>college</u> 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 Admissions.
2. Indicate the 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 forward your request and documents to the Department Chairs for review.
6. The **Office of Workforce Education** will issue the approved certificate, have it signed and mailed to you. You will be notified if your request has been denied. This process takes approximately 6-8 weeks.

APPROVED LIST OF CERTIFICATE OF ACHIEVEMENT
2012-2013

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

Anthropology/Geography/Geology:
International Trade	(0508.00)

Architecture:
Architectural Computer Aided Design (CADD)	(0201.00)
Architectural CAD-MicroStation	(0201.11)
Architectural Design	(0201.10)
Architectural Drafting	(0201.01)
Architectural Drawing	(0201.12)

Art:
Desktop Publishing (with Journalism and Photography Departments)	(0614.50)
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)

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	(0506.00)
CSIT - Microcomputers	(0702.00)
CSIT - Programming	(0707.10)
Marketing	(0509.00)
Microcomputer Programming Specialist	(0707.11)
Real Estate Broker	(0511.00)

Child, Family & Education:
CD Teacher Certificate 2	(1305.00)
CD Supervisor Certificate 3	(1305.01)
Elder Care/Gerontology	(1309.00)
Infant/Toddler Emphasis	(1305.91)

Computer Applications & Office Technologies:
Administrative Assistant	(0514.00)
Clerical Assistant	(0514.02)
Customer Service Representative	(0518.00)
Executive Assistant	(0514.01)
Internet Specialist	(0514.07)
Legal Secretary	(0514.10)
Office Systems Specialist	(0514.05)
Office Assistant	(0514.06)
Transcriber	(0514.04)
Word Information Processor	(0514.03)

Engineering and Technologies:
Computer-Aided Drafting (CAD)	(0953.01)
Computer-Aided Drafting /Design (CADD)	(0953.00)

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

Life Science:
Biological Applications of Electron Microscopy	(0934.71)
Biotechnology Technician	(0430.00)
Electron Microscopy Technician	(0934.70)
Health Information Technology	(1223.00)
Health Information Technology Clerk Typist	(1223.12)
Health Information Coding Specialist	(1223.11)
Health Information Coding and Statistics Clerk	(1223.10)
Histotechnologist	(0934.72)
Medical Assistant	(1208.00)
Community Health Worker	(1261.00)
Medical Secretary	(0514.20)
Medical Billing Assistant	(1208.20)
Respiratory Therapy	(1210.00)

Nursing:
Nursing-RN., L.V.N to R.N.	(1230.10)

Photography:
Color Printing and Processing	(1012.01)
Desktop Publishing (with Art and Journalism Departments)	(0614.50)
Digital Imaging	(1012.02)
Large Format Photography	(1012.03)
Photography & Digital Imaging	(1012.00)
Studio Lighting and Techniques	(1012.04)

Psychology:
Chemical Dependency Counselor	(2104.40)
Chemical Dependency Specialist in Criminal Justice (with AJ Dept.)	(2105.14)

Speech and Theater Arts:
Stage Management and Production	(1006.03)

Department/Office Use Only

Title of Certificate: _____ Top Code: _____

☐ Winter ☐ Spring ☐ Summer ☐Fall   Catalog Completed Date: _____   Issue Date: _____

☐ **APPROVED** ☐ **DENIED**   Reason for Denial: _____

Department Chair Signature: _____

Certificate Issued by
Workforce Education (Init): _____ Date Student Notified: _____

Admissions Office Use Only

Petman:_____   Acad. Affairs:_____

Department:_____   DEC:_____