

NAPA VALLEY COLLEGE  
APPLICATION FOR CERTIFICATE OF ACHIEVEMENT

Human Services

Napa Valley College awards a Certificate of Achievement to all candidates who have completed the following with grades of "C" or above.

The **24 unit certificate** includes the following courses:

Complete all of the following courses:				
Course Number	Course Title	Units	Semester	Comments/Other
COUN 120	Introduction to Human Services	3		
COUN 122	Helping Skills in Human Services	3		
COUN 124	Working with Diverse Population	3		
COUN 126	Case Management in Human Services	3		
COUN 128	Introduction to Substance Abuse	3		
COUN 130	Crisis Intervention in Human Services	3		
SPCOM124 or SPCOM126	Career Communications/Intercultural Communications	3		
WOEX 190	Work Experience Seminar	1		
WOEX 193	Vocational Work Experience lab	2		

Date of Completion \_\_\_\_\_ Coordinator Signature \_\_\_\_\_

Student Name \_\_\_\_\_ SSN#/ID \_\_\_\_\_  
(please print exactly as you want printed on the Certificate)

Address \_\_\_\_\_  
Street City Zip code

Phone \_\_\_\_\_ Email \_\_\_\_\_

Dates of Attendance at Napa Valley College \_\_\_\_\_ to \_\_\_\_\_

Will you be present during the graduation ceremonies to receive the certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** It is the responsibility of the program coordinator to certify that each applicant has met all of the certificate requirements. Please check off each course and return the completed form to the Office of Instruction.

If a course is used from another college to meet a program requirement, an official transcript must be on file in the Admissions and Records Office and evaluated by the evaluation technician before the certificate is awarded.