

**OFFICE USE ONLY**

Approved: YES \_\_\_ NO \_\_\_

Reason \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Transcript noted: \_\_\_\_\_ Exit Code \_\_\_\_\_

Exit Code Entered: \_\_\_\_\_ Date: \_\_\_\_\_



**CERTIFICATE OF ACHIEVEMENT APPLICATION**

NAME: \_\_\_\_\_ SID#: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
**PLEASE PRINT YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR CERTIFICATE**

MAIL CERTIFICATE TO: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I am applying for the Certificate of Achievement I have checked below. This certificate is from the Grays Harbor College Catalog year \_\_\_\_\_ (i.e. 2002-2004, 2004-2006, etc.). The year a student starts a certificate of achievement program determines the catalog and requirements used for the certificate verification. Any exception to certificate requirements as printed must be requested in writing, **to the Vice President for Instruction**, attached to this application, and submitted to the Curriculum Advisor Office for approval.

**THE CERTIFICATE OF ACHIEVEMENT FOR WHICH I AM APPLYING FOR WILL BE COMPLETED IN:**  
\_\_\_\_\_ QUARTER \_\_\_\_\_ YEAR.

*(Please submit A SEPARATE APPLICATION for EACH CERTIFICATE to the Admissions and Records Office)*

**STUDENTS MUST RECEIVE A CUMULATIVE GPA OF 2.0 OR HIGHER  
IN ALL REQUIRED CERTIFICATE OF ACHIEVEMENT COURSES**

- |  |   |
|--|---|
| _____ Aquaculture (Spring 2005)  | _____ Industrial Welding: Level 4 (Fall 2002)         |
| _____ AutoCAD (Fall 2002)  | _____ Intermediate PC Support/Networking (Fall 2002)  |
| _____ Automotive Technology Level 1-5 (Fall 2002)<br>(please specify level applying for)           | _____ Medical Coding (Fall 2003)                      |
| _____ Basic PC Support and Networking (Fall 2002)  | _____ Medical Transcription (Fall 2003)               |
| _____ Basic Small Business Skills (Fall 2002)  | _____ Microcomputer Applications (Fall 2002)          |
| _____ Basic Web Design (Fall 2002)   | _____ Microsoft Office Applications (Fall 2002)       |
| _____ Basic Web Marketing Skills (Fall 2002)   | _____ Nursing Assistant Training (Fall 2002)          |
| _____ Bookkeeping (Fall 2002)  | _____ Office Professional Certification (Fall 2002)   |
| _____ Diesel Technology Levels 1-5 (Spring 2005)<br>(please specify level applying for)            | _____ Pipe Welding: Level 3 (Fall 2002)               |
| _____ Early Childhood Education (Fall 2002)  | _____ Publishing on the Internet (Fall 2002)          |
| _____ Fish and Wildlife Management (Spring 2003)   | _____ Retail Bookkeeping (Fall 2002)                  |
| _____ Formatting/Publishing Business Documents (Fall 2002)   | _____ Retailing (Fall 2002)                           |
| _____ GIS – ArcInfo (Spring 2003)  | _____ Watershed Assessment (Spring 2003)              |
| _____ GIS - ArcView (Spring 2003)  | _____ Welding Basics: Level 1 (Fall 2002)             |
| _____ Hospitality/Front Desk Representative (Spring 2006)<br>(effective date program was approved) | _____ Welding Basics: Level 2 (Fall 2002)             |
|  | _____ Beginning Yacht Finish Carpentry (Fall 2004)    |
|  | _____ Intermediate Yacht Finish Carpentry (Fall 2005) |

ADVISOR NAME (please print) \_\_\_\_\_

ADVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(As the advisor, I verify that to the best of my knowledge the above student has met the requirements for this Certificate of Achievement)

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_