

# Request for Department Certificate of Achievement

PLEASE PRINT

Name: \_\_\_\_\_ Student I.D. No. \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
City State Zip Code

Contact Number \_\_\_\_\_ Email Address \_\_\_\_\_

Certificate Requested \_\_\_\_\_ (see reverse side for list of certificates.)

Department/Discipline \_\_\_\_\_ TOP/Major Code \_\_\_\_\_

**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. **Check to see if you have completed all of the following general requirements before submitting your request.**

**CERTIFICATE OF COMPLETION REQUEST SHOULD BE FILED AFTER ALL CLASSES ARE COMPLETED.**

### GENERAL REQUIREMENTS

**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. This requirement will be determined by the Department Chair for the discipline, and will be based on student transcripts. Transcripts from other colleges need to be mailed directly to the Admissions Office as opposed to student's hand carrying it.
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 read certificate application procedure on the back of the page before continuing.**

List all the required courses for the Certificate Requested. Indicate when and at what college these courses were completed. **ATTACH OFFICIAL SEALED TRANSCRIPTS** from other colleges attended outside the Los Angeles Community College District. If you require additional space, please attach another request form.

Course	Semester Completed	College Where Completed	Grade Received	GPA (For Dept. Chair Use)
_____	_____	_____	_____	<div style="border: 2px solid black; padding: 5px; text-align: center;">_____</div>
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

Cumulative GPA:

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Certificate of Achievement 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.

### APPROVED LIST OF CERTIFICATE OF ACHIEVEMENT

**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 Marshal Core Classes	(2133.50)
Forensic Crime Scene Investigation	(2105.40)

**Anthropology/Geography/Geology:**

International Trade	(0508.00)
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**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 1)	(0614.40)
Animation (Level 2)	(0614.01)
Arts Graphic Communication	(1030.00)
Multimedia (Level 1)	(0614.10)
Multimedia (Level 2)	(0614.11)

**Automotive Technology:**

Automobile Technology	(0948.00)
Cooling Systems and Climate Control Specialist	(0948.03)
Drivetrain Specialist	(0948.06)
Engine Performance 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	(0514.01)
Legal Secretary	(0514.10)
Office Systems Specialist	(0514.05)
Office Assistant	(0514.06)
Transcriber	(0514.04)
Word/Information Processor	(0514.03)

**Engineering:**

Computer-Aided Drafting (CAD)	(0953.00)
Computer-Aided Drafting /Design (CADD)	(0953.01)

**Journalism:**

Desktop Publishing	(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 & Statistics Clerk	(1223.10)
Histotechnologist	(0934.72)
Medical Assistant	(1208.01)
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)
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**Photography:**

Color Printing and Processing	(1012.00)
Desktop Publishing	(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)
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#### Department/Office Use Only

**APPROVED** Department Chair: \_\_\_\_\_  
Signature Date

Completed:       Winter       Spring  Summer       Fall \_\_\_\_\_

Title of Certificate: \_\_\_\_\_

**DENIED** Reason for Denial: \_\_\_\_\_

Certificate Issued by  
 Workforce Education (Signature): \_\_\_\_\_ Date Student Notified: \_\_\_\_\_

#### Admissions Office Use Only

Date Received: \_\_\_\_\_  
 Date Input: Dec \_\_\_\_\_  
 Petman \_\_\_\_\_  
 Date Fwd to Dept.: \_\_\_\_\_