

Request for Department Discipline Skills Certificate

PLEASE PRINT

Name: _____ Student I.D. No. _____
Last First MI
Address: _____
City State Zip Code
Contact Number _____ Email Address _____

Department/Discipline _____ (Select from the list of certificates on the reverse side.)
Certificate Requested _____ 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. **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.

GENERAL REQUIREMENTS

The following requirements must be fulfilled before certificate(s) can be granted by East Los Angeles College.

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 **Department Chair** 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. Course required for the Certificate must be completed at East Los Angeles College, unless otherwise approved.
4. All courses fulfilling the requirements for one certificate may be applied other certificates.

Please read certificate application procedure on the reverse side before continuing.

List all the required courses for the Certificate requested. Indicate when and the college 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 _____

Skills Certificate Application Procedure

1. Check the college catalog to ensure you have taken all the necessary courses. Your GPA will be reflected on your record once instructors post grades online.
2. Indicate the certificate you are applying for. Requests with incorrect titles shall be returned.
3. Attach all the required documentation and submit to the Admissions and Records Office (E1-115. 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. The Admissions and Records Office will forward your request and documents to the Department Chairs for review.
5. 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 SKILLS CERTIFICATES 2012-2013

Administration of Justice:

Community Service Officer	(2105.07)
Custody Assistant Officer	(2105.10)
Emergency Medical Technician	(1250.01)
Fire Officer	(2133.02)
LASD Crime Scene Investigation for Detectives	(2105.42)
Fingerprint Classification	(2105.01)
Patrol Operations	(2105.06)
Peace Officer of the State of California	(2105.50)
Public Safety Dispatcher	(2105.05)
Security Officer	(2105.30)
Supervisory Training	(2105.04)
Traffic Investigator	(2105.03)

Architecture:

Architectural CAD-3D Modeling	(0201.02)
Architectural CAD-AutoCAD	(0201.09)
Architectural Detailing	(0201.08)
Architectural Graphics	(0201.07)
Architectural GIS/MAPS	(0201.04)
Architectural History	(0201.06)
Architectural Interiors	(0299.00)
Architectural Professional Practice I	(0299.01)
Architectural Professional Practice II	(0299.02)
Architectural Transportation Planning	(0201.05)

Art:

Basic Graphics Technology	(0620.10)
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Automotive Technology:

Undercar Specialist	(0948.07)
Automotive Customer Service Management	(0948.08)

Business Administration:

Accounting Assistant	(0502.01)
Advanced Accounting Specialist	(0502.02)
Accounting Using Quickbooks Pro	(0502.05)
Real Estate Agent	(0511.05)
Real Estate Appraisal Trainee	(0511.01)
Real Estate Escrow	(0511.03)
Real Estate Sales	(0511.04)

Child, Family & Education:

Child Development Associate Teacher-Certificate 1	(1305.11)
Children with Special Needs Emphasis	(1305.21)
Family Child Care Provider	(1305.00)

Computer Applications & Office Technologies:

Logistics Material Handling Certification	(0510.03)
Technology and Logistics Level 1	(0510.01)
Technology and Logistics Level 2	(0510.02)

Engineering and Technologies:

A+ Certification Training	(0934.03)
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Life Sciences:

Emergency Department Assistant	(1250.00)
Community Agency Liaison	(1223.05)
Family Counseling	(2104.01)
Gerontology Aide	(1309.00)
Personnel Supervision	(0614.00)

Photography:

Black and White Darkroom Laboratory	
Processing	(1012.11)
Portrait Photography	(1012.23)

Psychology:

Recovery Specialist	(2104.40)
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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: _____