

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 _____

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.**

SKILLS CERTIFICATE REQUEST SHOULD BE FILED UNTIL ALL GRADES ARE POSTED ON TRANSCRIPTS.

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 or Skills Certificates.
2. All courses acceptable for credit must 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 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. 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 to other certificates.

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.

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 make sure that 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 the Admissions Office.
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. When you have obtained all the necessary documents, please attach them to this form and submit them to the Admissions Office (E1-105).
4. If the admissions office approves your request, the CEWD office will issue the certificate and then mail it to you. You will be notified if your request has been denied. This Process takes approximately 8-10 weeks.

Approved List of Skills Certificates 2019-2020

Administration of Justice:

Chief Officer	(2133.03)
Community Service Officer	(2105.07)
Correctional Studies	(2105.00)
Custody Assistant Officer	(2105.10)
Field Probation Officer Core	(2105.25)
Fingerprint Classification	(2105.01)
Juvenile Correction Officer Core	(2105.09)
LASD Crime Scene Investigation for Detectives	(2105.42)
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)
Emergency Medical Technician	(1250.01)
Fire Academy Training	(2133.00)
Fire Officer	(2133.02)

Allied Health:

Health/Services Careers Foundational	(1201.00)
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Architecture:

Architectural CAD-3D Modeling	(0201.02)
Architectural CAD-AutoCAD	(0201.09)
Architectural Detailing	(0201.08)
Architectural Graphics	(0201.07)
Architectural History	(0201.06)
Architectural Professional Practice I	(0299.01)
Architectural Professional Practice II	(0299.02)

Art Department:

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)
Advanced Government Accounting Specialist	(0502.00)
Computer Essentials	(0701.01)
Cyber Security	(0701.01)
Micro Business Management	(0506.02)
Accounting Using Quickbooks Pro	(0502.05)
Real Estate Agent	(0511.05)
Real Estate Escrow	(0511.03)
Real Estate Sales	(0511.04)

Child, Family & Education:

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

Computer Applications & Office Technologies:

Global Trade & Logistics – Import & Export	(0508.00)
Global Trade & Logistics- International	
Trade & Transportation	(0508.00)
Leadership in Global Logistics	(0510.00)
Logistics Clerk	(0501.01)
Logistics Material Handling Certification	(0510.03)
Logistics Specialist	(0501.02)
Social Media	(0514.09)

Engineering and Technologies:

A+ Certification Training	(0934.03)
Engineering Graphics	(0953.00)
LabVIEW Certification	(0934.10)
Land Surveying Technician Skills Certificate I	(0901.00)
Land Surveying Technician Skills Certificate II	(0957.30)
Network +	(0934.04)
Programming Certification	(0934.10)
Programming and Problem Solving	(0901.01)
Rocketry Level 1 Certification	(0950.10)
Sustaining Energy Certification	(0934.00)

Kinesiology:

Kinesiology Athletic Coach	(0835.00)
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Media Arts:

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

Psychology:

Prevention Specialist	(2104.40)
Addiction Studies Recovery Specialist	(2104.40)

Theater:

Acting	(1006.00)
Costume Construction	(1006.00)
Costume Design and Application	(1006.00)
Directing	(1006.00)
Language & Dialects for Performance	(1006.00)
Makeup Design & Application	(1006.00)
Script Analysis	(1006.00)
Shakespearean Acting	(1006.00)
Stagecraft	(1006.00)
Theatrical Lighting	(1006.00)
Wardrobe Attendant	(1006.00)

Admissions/Staff Use Only

Date Input in PeopleSoft: _____

Received by Admissions: _____ Logged in Petman: _____ Evaluation by: _____

☐ Winter ☐ Spring ☐ Summer ☐ Fall Completion Date: _____ Issue Date: _____

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

Certificate Issue by CEWD (Init): _____ Date Student Notified: _____

Comments: _____