

# Request for Department Certificate of Achievement

Name (Last, First, MI)

Student I.D. No.

Address (City, State, Zip Code)

Contact Number

Email Address

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**All grades must be posted on transcripts prior to submission of request.**

Department/Discipline

(Select from the list of certificates on the reverse side.)

Certificate Requested

TOP/Major Code

on your completion of an East Los Angeles College Certificate Program. In order to receive the actual certificate,

**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. Requirement shall be determined by the \_\_\_\_\_ for the discipline. Transcripts from institutions outside the Los Angeles Community College District **mailed directly to the Admissions and Records Office.** No hand delivered transcripts accepted.
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.

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

List all the required courses for the Certificate requested. Indicate

Cumulative GPA

Student's Signature

Date

## Certificate of Achievement Application Procedure

1. Check the college catalog to ensure 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 Office of Admissions.
  2. Indicate which certificate you are applying for. **Requests with incorrect titles shall be returned.**
  3. 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. 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 and Records Office (E1-105). The Admissions and Records Office will review and approve your request.
  6. The **Office of Continuing Education & Workforce Development** will issue the approved certificate, have it signed and mail it to you. You will be notified if your request has been denied. This process takes approximately 10-12 weeks.
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## Approved List of Certificates of Achievement 2022-2023

### Addiction Studies:

Addiction Counselor (2104.40)  
Chemical Dependency Specialist  
in Criminal Justice (2105.14)  
Substance Abuse  
Assessor (2104.40)

### 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  
(Psych. Dept) (2105.14)  
Fire Technology/ State Fire  
Marshall Core Classes (2133.50)  
Forensic Crime Scene  
Investigation (2105.40)

### Public Safety Affiliation:

Basic Training Academy (2133.00)  
Custody Assistant Training (2105.10)  
Field Probation Officer  
Core (FPOC) (2105.25)  
Fire Academy Training (2133.00)  
Juvenile Corrections  
Officer Core (2105.09)  
Police Academy Extended (2105.50)

### Allied Health:

Administrative Medical  
Assistant (1208.00)  
Clinical Medical Assistant (1208.00)  
Gerontology/Health (1309.00)  
Health Information Clerk