YAKIMA VALLEY COLLEGE

$10 APPLICATION FEE *
CERTIFICATE APPLICATION
Revised 2/22/18

CIRCLE THE QUARTER YOU PLAN TO COMPLETE THIS DEGREE Summer Fall Winter Spring Year_____		YVC COLLEGE LEVEL GPA	
NAME AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA		STUDENT ID #	
MAILING ADDRESS	CITY	STATE	ZIP

☐ PHI THETA KAPPA MEMBER (For "Commencement Brochure" notation only)

☐ Transfer credits were used to meet my certificate requirements. Institution(s) listed here, photocopy of transcript(s) attached.
_____

INSTRUCTIONS: Place a checkmark by the certificate you are applying for. On the back of this form, in the "Credits Completed," include the courses you have completed toward this certificate. In the "Projected Credits," write in the courses you are currently enrolled in that are required to complete this certificate. ***If you have permission to substitute a course, write in the new course number beside the one listed. Your advisor must initial the change.*** If you are using transferred credits toward degree requirements, list the course name, number, and credit amount as it appears on your evaluated transcript. Place an asterisk (*) beside each transferred course.

**** Certificates of Achievement will be issued upon successful completion of the prescribed certificate programs with a 2.0 or high grade point average in the courses required for that certificate.**

AGRICULTURE PROGRAM	**BUSINESS TECHNOLOGY PROGRAM**	**ENGINEERING PROGRAM**
☐ Tree Fruit Production (116)	☐ Bilingual Office Assistant (559D)	☐ CAD Certificate
☐ Vineyard Technology (121B)	☐ General Office Assistant (551)	☐ CESCL Certification Training (612A)
☐ Wine Sales (121)	☐ Legal Receptionist (577A)	☐ CNC Operator (809C)
☐ Winery Technology (121D)	☐ Medical Receptionist (565A)	☐ Engineering Technology (778)
		☐ Machining Technology (809)
ALLIED HEALTH PROGRAM	**CHEMICAL DEPENDENCY PROGRAM**	
☐ Care Navigation (310)	☐ Chemical Dependency Studies (437A)	**INFORMATION TECHNOLOGY PROGRAM**
☐ Medical Assisting (381C)		☐ IT General (514I)
☐ Medical Billing and Coding (313)	**CRIMINAL JUSTICE PROGRAM**	☐ IT Office Suite (514J)
☐ Medical Interpreter (Spanish/English) (438)	☐ Communications/Call Taker (832B)	
	☐ Correctional (832A)	**NURSING PROGRAM**
☐ Pharmacy Technician (399)	☐ Crime Scene Investigation (841)	☐ Nursing Assistant (329)
☐ Phlebotomy (382)	☐ Police Clerk/Support Specialist (832C)	☐ Practical Nursing (326)
☐ Nursing Assistant to Medical Assistant Bridge YVC w/YVFWO (381B)	**DENTAL ASSISTING PROGRAM**	**RADIOLOGIC SCIENCE PROGRAM**
	☐ Dental Assisting – YVSC (305)	☐ Computed Tomography (CT) Cert (358)
AUTOMOTIVE SERVICE PROGRAM		
☐ Auto Electrical/Electronic Systems (712J)	**EDUCATION PROGRAM**	**OTHERS**
☐ Steering/Suspen & Brake Systems (712K)	☐ ECE Initial Certificate (40E)	
	☐ ECE Preschool SPED Instructional Cert (839H)	
BUSINESS ADMINISTRATION PROGRAM	☐ ECE State Certificate (46E)	
☐ Accounting Clerk (505D)	☐ ECE Short Certificate of Specialization	
☐ Business Accounting (505C)	☐ ECE Administration (45E)	
☐ Business Management (502A)	☐ ECE Family Child Care (44E)	
☐ Business Marketing (245C)	☐ ECE General (41E)	
☐ Retail Management (298)	☐ ECE Infant-Toddler Care (42E)	
	☐ ECE School-Age Care (43E)	

I understand that I must keep the Graduation Evaluator and my Advisor informed of any changes in my graduation status and changes in my course selection.

STUDENT SIGNATURE_____ DATE_____

Advisor Signature		Date	

*The $10 fee is an annual fee for processing an unlimited number of certificate or degree applications each academic year.

CREDITS COMPLETED								
Dept and Course #	Grade	Credit	Dept and Course #	Grade	Credit	Dept and Course #	Grade	Credit

_____ **TOTAL COMPLETED CREDITS**

PROJECTED CREDITS								
List all courses in which you are currently enrolled or plan to enroll in to complete your certificate. Indicate the quarter you will enroll in each class by listing F, W, SP, SU and the year in the QTR column.								
Dept and Course #	QTR	Credit	Dept and Course #	QTR	Credit	Dept and Course #	QTR	Credit

_____ **Projected Credits**

_____ **TOTAL CERTIFICATE CREDITS**

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Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.

DO NOT WRITE IN THIS SECTION, IT IS FOR OFFICE USE ONLY:

SM5001 _____ SM6015 _____ SM5017 (*projected credits)*_____ *Evaluated By:*_____

SM6015 (*end of qtr grades)*_____ *Final GPA* _____ SM6009 *(posted to transcript)*_____

Certificate Prepared _____ *Certificate Proofed* _____ *Certificate Mailed* _____