

SELECT THE QUARTER YOU PLAN TO COMPLETE THIS DEGREE <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring OF 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 check mark 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.

** Certificate of Achievement is issued upon successful completion of the prescribed certificate programs with a 2.0 or higher grade point average in the courses required for that certificate.

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

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

List all courses in which you 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**

revised 8/28/18

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 _____