



Visalia Campus, (A&R Room 107)  
 915 S. Mooney Blvd. Visalia, CA 93277  
 PH: (559) 730-3727 FAX: (559) 737-4883

Tulare College Center, (Building A)  
 4999 E. Bardsley Ave. Tulare, CA 93274  
 PH: (559) 688-3010 FAX: (559) 687-6294

Hanford Educational Center, (The Hub)  
 925 13<sup>th</sup> Ave. Hanford, CA 93230  
 PH: (559) 583-2500 FAX: (559) 584-1853

## Application for Certificate of Achievement or Skill Certificate

### FOLLOW THESE STEPS:

- THIS IS NOT AN ASSOCIATE'S DEGREE APPLICATION. To apply for degree, please make an appointment with a counselor.**
- Eligibility** - Review the catalog to ensure you have completed the course requirements for a Skill Certificate or Certificate of Achievement in your program of study. Note: You can apply for the certificate in the semester for which you are completing the courses (within the last 4 weeks of the semester to ensure you have a passing grade). If you are unsure, work with a faculty member in your program or a counselor to help you determine your eligibility.
- Update your address in Banner Web to ensure your certificate is mailed to the correct address.**
- Complete & sign this application. Email to [evaluations@cos.edu](mailto:evaluations@cos.edu) or click on the following link to submit using the [Secure Student Upload Submission](#) .**

### Applicant Information

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Preferred Contact Number: \_\_\_\_\_ # of certificates requested: \_\_\_\_\_  
 (Area Code + Number) (see note below\*)

### Certificate Requested

Division: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Certificate of Achievement Name: \_\_\_\_\_

- Required Units: \_\_\_\_\_

Skill Certificate Name: \_\_\_\_\_

- Required Units: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to submit this application using my student COS email and consent to have it used as proof of signature, if my signature is missing. I understand the awarding of my certificate is contingent on Admissions & Records Office's verification of eligibility.

**\*NOTE:** There is no cost for the first certificate. Additional copies may be requested in accordance with the fee schedule. **Please update your address in Banner Web to ensure certificate delivery!** Your certificate will also be recorded on your official College of the Sequoias transcript.

### Visalia, Hanford, Tulare CAMPUS USE ONLY

Date Received: \_\_\_\_\_ Location Received: \_\_\_\_\_ (Initials: \_\_\_\_\_)

#### A & R Use Only

If this is an Allied Health, Police Academy, or Fire Academy application, it must be forwarded to the appropriate Dean for signature and certificate processing, then return to Visalia A&R to be entered into the Banner system for counting purposes.

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is this a Chancellor Office Approved Certificate?  Yes  No

Date Received by A&R Specialist: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Student Contacted: \_\_\_\_\_