

Application for Certificate of Achievement or Skill Certificate

3 Easy Steps:

1. **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).
(NOTE: If you are unsure, work with a faculty member in your program or a counselor to help you determine your eligibility).
2. **Update your address in Banner Web to ensure your certificate is mailed to the correct address.**
3. **Complete this application and return it to the nearest campus office:**

Visalia Campus: Admissions & Records, Room 107

Hanford Campus: The Hub, Educational Building

Tulare Campus: Student Services, Building A

Applicant Information

Name: _____ Banner ID: _____

Preferred Contact Number: _____ # of certificates requested: _____
(see note below*)

Certificate Requested

Division: _____ Date of Completion: _____

Certificate of Achievement Name: _____

- Required Units: _____

Skill Certificate Name: _____

- Required Units: _____

I understand that the Admissions and Records Office will have to verify my eligibility of the certificate.

Signature

Date

*Note: There is no cost for the 1st certificate. Additional copies can be requested in accordance with the fee schedule. **Please update your address in Banner Web to ensure certificate delivery!** Your certificate will also be noted on your official COS transcript.

Visalia, Hanford, Tulare CAMPUS Use Only

Date Received: _____ Location Received: _____ (Initials: _____)

A & R Use Only

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

Signature Allied Health Dean Or Police Academy: _____ Date: _____

[Type here]

Is this a Chancellor Office Approved Certificate?: Yes No

Updated 10/20/15
CLW (TCC Provost)

Date Received by A&R Specialist: _____ Date Processed: _____ Student Contacted: _____