



Student ID #: \_\_\_\_\_

## PETITION FOR CERTIFICATE OF PROFICIENCY

*A Certificate of Proficiency is distributed by the corresponding division and is not published on the Santiago Canyon College transcripts.*

NAME \_\_\_\_\_ (Print name EXACTLY as you want it printed on your certificate)

E-MAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

I hereby petition to receive a Certificate of Proficiency in \_\_\_\_\_ MAJOR

I am petitioning for a Certificate of Proficiency to be awarded in \_\_\_\_\_  
 Fall – December  
 Spring – June  
 Summer – August  
 Year \_\_\_\_\_

I followed the requirements as listed in the following catalog \_\_\_\_\_  
*(specify catalog year)*

**+ + Complete this form ONLY if your program is listed on the reverse side. + +**

**CERTIFICATE OF PROFICIENCY REQUIREMENTS:**

1. Complete major courses as outlined in the catalog
2. A "C" grade or better is required in each course taken for the certificate of proficiency, unless otherwise specified
3. A pass grade in a course is acceptable if it is required for the certificate of proficiency and
  - a. Offered on a Pass/No Pass basis only, *or*
  - b. If earned on the basis of credit by examination
4. Six units of coursework in the major are required to be completed at Santiago Canyon College
5. Petitions must be submitted to the correct **Division Office** by the petition deadline

COURSES AS LISTED IN CATALOG	UNITS	COMPLETED	IN PROGRESS	NEED
		<i>Check appropriate column</i>		

I give my permission to have my name printed in the Board of Trustee docket.      Yes      No      \_\_\_\_\_ Please initial

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\* After you have completed and signed this form, please submit to the Division Office \*\*\*\***

Division Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CERTIFICATE OF PROFICIENCY

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Certificate of Proficiency Programs	Major Code
Accounting - Computerized	SCC.ACCTC.CERT
Accounting - General	SCC.ACCTG.CERT
Biology – Biotechnology Lab Assistant (Active since Fall 2014)	SCC.BTLA.CERT
Business Management	SCC.BM.CERT
CIS - Web Page Designer (Inactive since 02/13)	SCC.CISWD.CERT
CIS - Web Programming (Inactive since 08/13)	SCC.CISWP.CERT
Computer Science – Applied Robotics & Embedded Programming	SCC.CMPRA.CERT
Cosmetology – Esthetician	SCC.COSMC.CERT
Cosmetology – Manicuring	SCC.COSMM.CERT
Education – After School Program Assistant	SCC.EDUCA.CERT
Education – After School Program Associate Teacher	SCC.EDUCT.CERT
Special Education Paraprofessional	SCC.SEP.CERT
Human Development: Basic Early Childhood Infant/Toddler	SCC.HDBEI.CERT
Human Development: Basic Early Childhood Preschool	SCC.HDBEP.CERT
Human Development: The School Age Child	SCC.HUDSA.CERT
Management - Human Resource Management	SCC.MGTHR.CERT
Management - Small Business	SCC.MGTSB.CERT
Management - Supervision	SCC.MGTSV.CERT
Marketing - Advertising	SCC.MKTGA.CERT
Marketing - General	SCC.MKTG.CERT
Marketing - Professional Selling (Inactive since 02/13)	SCC.MKTGP.CERT
Marketing - Web Marketing	SCC.MKTGW.CERT
Project Management	SCC.PRMGT.CERT
Real Estate Appraisal	SCC.REAPP.CERT
Real Estate Salesperson	SCC.RESAL.CERT
Survey/Mapping Sciences - Land Surveying Technician	SCC.SURVL.CERT
Television/Video Communications - Media Studies	SCC.TVMS.CERT
Water Utility Science – Supervisor	SCC.WATRS.CERT

Certificate of Proficiency earned will not appear on your transcript. The only documentation is the actual paper certificate sent in the mail. Therefore, be sure your address is current with the Admissions Office. Addresses can be changed using Web Advisor.