

## PETITION CERTIFICATE OF COMPLETION/COMPETENCY

LEASE PRINT CLEARLY (Print name EXACTLY as you want it printed on your certificate)		CERTIFICATES OF COMPLETION	
tudent ID#:		✓ Check Boxes of Certificates You Completed	
Name:First Middle Last		Basic Bookkeeping Assistant	
First Middle Last		Basic Graphic Design Business Office Systems	
irthdate: Pho	ne:	Computer Keyboarding	
CC Student Email:@go.pasadena.edu		Computer Skills	
ertificate of Completion/Competency Requirements:		Computer Skills II	
		General Office Clerk	
<ol> <li>Complete all required courses for a Certificate of Completion/Competency program.</li> <li>A "P" pass grade is required for each course for the certificate.</li> </ol>		Health Professions Basic	
Petition must be filed by semester deadline		Legal Translation & Interpretation	
(Petitions received after deadline will be processed for the following semester).		Medical Translation & Interpretation  Medical Front Office Clerk	
**Complete this form ONLY If your program is listed**		Workplace Readiness	
		Workplace Reduineds	
Brogram Completion Veer Fell	Spring Summer	CERTIFICATES OF COMPETENCY	
Program Completion Year Fall	Spring Summer	✓ Check Boxes of Certificates You Completed	
Courses	Completed	Adult Basic Education (ABE)	
Provide all information for each course you com	npleted	General Education Development (GED)	
toward your certificate or indicate status. For pr and course detail refer to Course Catalog.		ESLN Literacy	
and course detail refer to Course Catalog.		ESLN Level 1	
		ESLN Level 2	
		ESLN Level 3	
		ESLN Level 4	
		ESLN Level 5	
		ESLN Beginning Intermediate Condensed Levels 1-3	
		ESLN Advanced Condensed Levels 4-5	
		ESLN Intermediate Oral Communication Skills ESLN Advanced Oral Communication Skills	
		ESLN Intermediate Written Communication Skills	
		ESLN Advanced Written Communication Skills	
		ESLN Path to Citizenship	
Address to which certificate should be mailed:  Enter your mailing address completely and correctly		VESL Child Care Provider	
		VESL Health Care	
		VESL Work Readiness & Communication Skills	
Number and Street	Apt./ Unit Number		
Trainibor and outoot	- <del>-</del>	CERTIFICATES FOR STUDENTS WITH	
City, State Zip Code		DEVELOPMENTAL DIFFERENCES	
		✓ Check Boxes of Certificates You Completed	
		DSP&S Career Exploration and Planning	
By signing your name you are verifying that all of the above information is true and accurate.		DSP&S Job Search and Applications	
Student Signature:	Date:	DSP&S Workplace Employability Skills	
Final Review- (Office Use O	nly)	Do not write below this line	
YES, your petition has been app	proved.		
NO, your petition is not approve	d. Please submit a new petition at the beç	ginning of the term when requirements are met.	
Reason:			
ınıtıaı <u>s:</u> (Ad	missions & Records) Date:		
Certificate mailed:			