



**PASADENA CITY COLLEGE NONCREDIT DIVISION
PETITION
CERTIFICATE OF COMPLETION**

PLEASE PRINT CLEARLY (Print name EXACTLY as you want it printed on your certificate)

Student ID#: _____

Name: _____
First Middle Last

Birthdate: _____ **Phone:** _____

PCC Student Email: _____@go.pasadena.edu

Program Completion Year	
Fall	_____
Winter	_____
Spring	_____
Summer	_____

Certificate of Competency Requirements:

1. Complete certificate requirements for a program approved as a Certificate of Competency.
2. A "P" pass grade is required for each course for the certificate.
3. Petition must be filed by semester deadline (Petitions **received after deadline** will be processed for the following semester).

Complete this form ONLY if your program is listed below

CERTIFICATES OF COMPLETION
<p>✓ Check Boxes of Certificates You Completed</p> <ul style="list-style-type: none"> Basic Bookkeeping Assistant Basic Graphic Design Basic Workforce Readiness for Developmentally Disabled Adults Business Office Systems (BOS) Child Care Provider Computer Keyboarding Computer Keyboarding - Bilingual Computer Skills Computer Skills II Family Home Child Care Provider Family Home Child Care Provider-Bilingual General Office Clerk Introduction to Legal Interpretation & Translation Introduction to Medical Interpretation & Translation Introduction to Starting a Small Business Introduction to Starting a Small Business - Bilingual Medical Front Office Clerk Workforce Preparation

Courses <small>Provide all information for each course you completed toward your certificate or indicate status. For program and course detail refer to Course Catalog.</small>	Completed	In Progress
Credit By Examination	Date	

Address to which certificate should be mailed: <small>Enter your mailing address completely and correctly</small>	
_____	_____
Number and Street	Apt./ Unit Number
_____	_____
City, State	Zip Code

By signing your name you are verifying that all of the above information is true and accurate.

Student Signature: _____ **Date:** _____

Final Review- (Office Use Only)	Do not write below this line
<p>YES, your petition has been approved.</p> <p>NO, your petition is not approved. Please submit a new petition at the beginning of the term when requirements are met.</p> <p>Reason: _____</p> <p>Initials: _____ (Admissions & Records) Date: _____</p> <p>Certificate mailed: _____</p>	