

CERTIFICATE - GENERAL INFORMATION

Read the general information/instructions and review the certificate application before you begin. Apply for your certificate when your requirements are completed or currently in-progress. All official transcripts from other institutions and a Request for Unit Evaluation must be on file in the Admissions and Records Office. (Transcripts must show courses to be used to fulfill certificate requirements.)

- Summer Session 2009:** July 9, 2009 – *Deadline Date to Apply for Graduation and Certificates*
- Fall Semester 2010:** November 20, 2009 - *Deadline Date to Apply for Graduation and Certificates*
- Spring Semester 2010:** March 5, 2010 - *Deadline to apply for Graduation and Certificates for CEREMONY Participants*
April 16, 2010 - *Deadline to apply for Graduation and Certificates for Non-ceremony Participants*

INSTRUCTIONS TO APPLY FOR A CERTIFICATE

1. If you are unsure about any requirements to earn a certificate, schedule an appointment with a counselor at (909) 652-6200. Your application will be denied if any requirements are not met.
2. Print legibly and complete each area of the application.
3. List the title of the certificate program of study for which you are applying as it appears on the **reverse side**. If not listed, consult with a counselor.
4. Starting with Fall 2008, locally approved certificates (*Certificate of Career Preparation*) will **not** be annotated on the Chaffey College transcripts. Catalog rights do not apply to these certificates. See the reverse side for a listing of certificate programs. An asterisk will indicate a locally approved certificate.
5. Indicate the appropriate catalog year if you are not using the current major pattern. Catalog year refers to the year the pattern of certificate requirements you followed was printed in the Chaffey College catalog. You may apply for the certificate using the major pattern (requirements) of the year you entered Chaffey College, or any subsequent year as long as you have maintained continuous enrollment. Schedule an appointment with a counselor if you are not clear about the catalog year.
 - a. "Continuous enrollment" is defined as "attendance in at least one semester or two quarters excluding summer sessions each calendar year – January 1 through December 31 – as indicated on a permanent record, at any accredited college".
6. **Any documentation of a requirement for certificate such as approved course waiver/substitution, or typing certificate must be currently in your student file or attached to this application. Please consult with a counselor for more information.**
7. You must attach your Major Sheet to your application. The certificate application and attachments are accepted by mail, fax (909) 652-6228, or submit in person in the Counseling Department at the Rancho Cucamonga campus.
8. **Your application will be processed after the term you have indicated on your application.**
 - a. You will receive a confirmation letter stating if all the requirements were met.
 - b. If your application is denied, it may be necessary to schedule an appointment with a counselor to discuss requirements. **You will need to re-apply when all requirements are met or in progress.**
 - c. All applications will then be forwarded to the Admissions and Records Office. The certificate information will be posted, certificate printed, and mailed by the first week of the following dates:

<i>Summer Session – November</i>	<i>Fall Semester – April</i>	<i>Spring Semester – September</i>
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If you change your mailing address or you do not receive your certificate, please notify the Admissions Office at (909) 652-6602 or (909) 652-6606.



COMMENCEMENT CEREMONY

Commencement Website: www.chaffey.edu/stuactiv/commence.shtml

All students who anticipate completing a certificate within the academic year (summer, fall, or spring) are eligible to participate in the commencement ceremony on **Tuesday, May 25, 2010**. The deadline date to apply for a certificate and participate in the commencement ceremony is **March 5, 2010**. If you do not receive a letter regarding the commencement ceremony by mid-April and you filled out a certificate application prior to the deadline date to participate in graduation, please contact the Student Activities Office at (909) 652-6589 for information. Certificates will **NOT** be given out at the commencement ceremony.

CERTIFICATE PROGRAMS:

IF NOT LISTED, CONSULT WITH A COUNSELOR

Accounting

Financial Planning*
Government and Not-For-Profit
Organization*
Paraprofessional
Payroll & Income Tax Preparer*

Administration of Justice

Aeronautics

Airframe
Powerplant

Art/Digital Media

Computer Graphic Design for
Print Media Emphasis
Design for Multimedia Emphasis
Web Design Emphasis

Art/Visual Communication:

Illustration

Automotive Collision Repair

Technology

Automotive Technology

Master Automotive Technician
Automotive Electrical Systems
Engine Performance (Smog Check)
Technician
Engine Rebuilding*
General Automotive Service
Technician
High Performance Engines Building
and Blueprinting*

Broadcasting and Cinema

Business Administration

Marketing*
Small Business Entrepreneur,
Levels I*, and II

Business: Paralegal Studies

Business and Office Technologies

Data Entry*
General Office Asst. Levels I* and II*
Medical Insurance Billing
Microsoft Office Excel Applications*
Microsoft Office Expert
Microsoft Office Specialist*
Microsoft Word Specialist*
Office Management
Professional Administrative Assistant:
Executive
Executive – Bilingual
Medical
Transcriptionist: General
Transcriptionist: Medical

Computer Information Systems

Cisco CCNA Exam Preparation,
Levels I*, II*, III*, and IV
Cisco CCNP Exam Preparation,
Levels V, VI, VII, and VIII
Computer Foundations*
Computer Game Development*
Computer Information Systems
Computer Support Technician (A+)*
Database Specialist Level I*
Dreamweaver Web Developer*
Electronic Commerce Generalist*
Flash Game Developer*
Flash Web Developer*
Internet Programmer Level I*
Internet Support Specialist (I-Net+)*
Microsoft Access Programmer*
Microsoft Certified Desktop Support
Technician (MCDST)*
Microsoft FrontPage Web Developer *
Microsoft Network Specialist (MCSA)
Network Administrator (Network +)*
Project Management*
Visual Basic Programmer*
Web Page Developer, Levels I*, and II*

Consumer Services Representative

Correctional Science

Culinary Arts

Dental Assisting

Dietetic Service Supervisor

Drafting Technician

Architectural
Mechanical

Education Paraprofessional Levels I*, II

Fashion Design:

Costume Design
Custom Dressmaking
Industrial Sewing*
Patternmaking for Apparel

Fashion Merchandising

Fire Technology: Professional Firefighter

Geographic Information Systems*

Gerontology

Community Caregiver*

Hotel and Food Service Management

Food Production Management
Food Service
Food Service/Waitstaff Personnel*
Hotel Management

Industrial Electrical Technology

Electromechanical Technology,
Levels I*, II, and III
Industrial Electrical Levels I*, II and
Technician (III)
Fiber Optic Cabling Technician*
Instrumentation Technology,
Levels I*, and II
Network Cabling Technician*

Interior Design

Journalism

Management, Levels I* and II

Logistics Management
Retail Management
Supervision, Levels I*, and II

Nursing

Acute Care Technician*
Home Health Aide*
Nursing Assistant*
Vocational (VN)

Nutrition and Food

Pharmacy Technician

Photography, Still

Physical Education: Coaching

Real Estate

Salesperson*

*Locally approved certificates (Certificate of Career Preparation) will not be annotated on the Chaffey College transcript.

