Preliminary Application for Instructional Certificate(s)

ORANGE COAST COLLEGE
BUSINESS AND COMPUTING DIVISION

Preliminary **Certificate Application Guidelines:**
- **Refer to current OCC College Catalog for specific requirements for desired Certificate(s).**
- **Identify the type of "Certificate.". Either - "[of] Specialization" or "[of] Achievement.**
- **ALL coursework must be completed at OCC! In rare cases an exception may be granted.**
- **You must receive a grade of "C" or better in each of the required courses.**
- **Preliminary application(s) may be submitted while progressing towards completion.**
- **Please submit preliminary application(s) prior to completion of final requirements.**
- **Return preliminary application(s) to the Business and Computing Division office to:**
  -- John Fawcett, Instructional Coordinator - via email at jfawcett@occ.cccd.edu.
- **Processing of Certificate(s) will be completed once grades for final courses are posted.**
- **Depending on type, Certificate(s) will be conveyed by email (pdf image) or hard copy.**
- **Certificates of Achievement, if possible, are mailed, following graduation, with diplomas.**

Student ID:

Preferred Name: _____   Date of Birth: ____/____/_____

Student Name:

[First Name(s)]	**[Middle Name(s) -or- Initial(s).]**	**[Last Name(s)]**

Phone Number: **Alternate Phone Number:**

[(nnn) nnn – nnnn]   **[(nnn) nnn – nnnn]**

Email address for Certificate delivery -- for image (pdf) delivery

[email address @ email service]

Postal address for Certificate delivery -- for hard copy delivery

[Street Address]	**[Apt./Unit]**	**[City]**	**[State]**	**[Zip]**

Precise Name to be printed on Certificate:

[Prefix.]	**[First Name(s)]**	**[Middle Name(s) -or- Initial(s).]**	**[Last Name(s)]**	**[Suffix.]**

☐ **Certificate of Achievement**   ☐ **Certificate of Specialization**

Banner Code: **Catalog Description:**   **(Please refer to College Catalog for Code and Description)**

(Do not mix different Certificate types on the same preliminary application)