

# Application for Certificate of Accounting Technician

PLEASE PRINT CLEARLY.

PLEASE PRINT YOUR NAME AS YOU WANT IT TO APPEAR ON CERTIFICATE.

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

**Name:** \_\_\_\_\_

<i>First</i>	<i>Middle</i>	<i>Last</i>
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**Address:** \_\_\_\_\_

<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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**Phone:** \_\_\_\_\_

**Application Guidelines:**

- You must receive a grade of “C” or better in the required courses
- ALL coursework must be completed at OCC!
- Return this completed application to the Business and Computing Division Office (BE 111).
- Only submit application AFTER the courses have been completed.
- Your certificate will be mailed to you. Please allow 3-4 weeks for processing.

**Required Courses:** (Please record grade received in each course on the blank line.  
Attach OCC transcripts and/or project grade report from instructor for classes in progress.)

ACCT A110    \_\_\_\_\_    ACCT A117    \_\_\_\_\_  
 ACCT A112    \_\_\_\_\_    ACCT A119    \_\_\_\_\_  
 CIS A234    \_\_\_\_\_  
 ACCT A100 or ACCT A101 (Circle one)    \_\_\_\_\_

<b>For Office Use Only:</b>			
<b>RCVD By:</b>		<b>Date:</b>	
<b>Approved:</b>	<b>Y or N</b>		
<b>ENTRD By:</b>		<b>Date:</b>	
<b>PRINTED Date:</b>		<b>MAILED Date:</b>	
<b>COMMENTS:</b>			