

YUBA COLLEGE

Certificate Petition

Date: _____

Certificate Applying for: _____
Use only names as printed in the college catalog)

Catalog Year Followed: _____

Student's Name: _____
Last First Middle

Student ID Number: _____ Phone Number: _____

Email: _____

Student's Mailing Address: _____
City State Zip

YUBA COLLEGE USE ONLY

Date Certificate was: _____ Certificate of Training Name: _____

Awarded: _____

Denied: _____ Certificate of Achievement Name: _____

Dean/Executive Dean signature: _____

RECORDS OFFICE USE ONLY: Posted to certificate file: _____

Instructions:

1. After completing ALL requirements for the certificate, obtain an unofficial copy of your transcripts.
2. Provide the requested information on the Certificate Petition (above).
3. Scan both Certificate Petition AND transcripts (ensuring student name and number are clearly visible on the transcripts).
4. E-mail the scanned documents to the Certificate Coordinator (bloghry@yccd.edu).
5. Once the correct and complete information has been received and verified by the Certificate Coordinator your petition will be forwarded to the appropriate Dean for authorization.
6. The Dean's office will ensure your certificate is printed and mailed to you.
7. The Dean's office will forward the Certificate Petition to the Records Office.