



**Certificate Petition**  
Admissions and Records  
2088 North Beale Road  
Marysville, CA 95901  
(530) 741-6720

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_

Please print name **exactly** as you wish your name to appear on your certificate:

Name: \_\_\_\_\_  
First Middle Last

Certificate Applying for: \_\_\_\_\_

Certificate of Training

Catalog Year Applying For: \_\_\_\_\_

Certificate of Achievement

**YUBA COLLEGE USE ONLY**

Date Certificate was: \_\_\_\_\_ Certificate of Training Name: \_\_\_\_\_

Awarded: \_\_\_\_\_ Certificate of Achievement Name: \_\_\_\_\_

Denied: \_\_\_\_\_

**Dean/Executive Dean signature:** \_\_\_\_\_

RECORDS OFFICE USE ONLY Posted to certificate file: \_\_\_\_\_

**PROCEDURE TO PETITION FOR A CERTIFICATE:**

1. AFTER completing ALL requirements for the certificate, student obtains this "Certificate Petition" card from the Admissions & Records Office.
2. Student completes the petition card and returns it to the Registration Office.
3. The Admissions & Records Office sends the petition card and a copy of the student's transcript to the appropriate Executive/Associate Dean.
4. Dean verifies eligibility, completes certificate, and mails certificate to student.
5. Dean completes petition card and returns it to the Records Office.
6. Admissions & Records Office technicians process "authorized" certificate.