



PETITION FOR CERTIFICATE OF ACHIEVEMENT/PROFICIENCY/COMPLETION/COMPETENCY

Review the following certificate requirements prior to making an appointment to meet with a counselor for an evaluation to petition for a certificate.

Certificate of Achievement (CA)

To award a Certificate of Achievement (approved by the State Chancellor’s Office) in any of the Peralta Colleges. The College shall certify that the following requirements have been met:

- a. Minimum of 18 semester units in the major; and completion of a specified program of courses with a “C” grade or better in each course; or
- b. Completion of 12-17.5 units in a specified program of courses with a “C” grade or better in each course

Certificate of Proficiency (CP)

To award a Certificate of Proficiency (approved locally) in any of the Peralta Colleges. The College shall certify that the following requirements have been met:

- a. Up to and including 17.5 semester units
- b. Completion of specified courses with a “C” grade or better in each course

Certificates of Proficiency will not appear on official transcripts.

***** Non- Credit: Certificate of Completion/Competency**

- Completion of an educational program of non-credit courses to meet the requirement.

Official transcripts of any course work completed outside the Peralta District must be on file prior to requesting the evaluation, or accompany the petition. Petitions are available online at <https://www.peralta.edu/admissions/forms> and must be approved by a counselor. (Certificates are not eligible for graduation with honors.)

If you have completed the requirements above, please schedule an appointment with a counselor for an evaluation.

****It is mandatory to have this letter attached to your petition.**

Final Step: It is your responsibility to return your petition to the Admissions and Records Office on the college campus.

Student’s Signature: _____ **Date:** _____



PETITION FOR CERTIFICATE OF ACHIEVEMENT/PROFICIENCY/COMPLETION/COMPETENCY

STUDENT INFORMATION

Name: _____ Student ID: _____
Last First M.I.

Address: _____
No. & Street City State Zip Code

Email: _____ Phone: _____

DIPLOMA NAME

Print name as you wish it to appear on your diploma. An approved Preferred First Name may be used on a diploma and in the Commencement program if requested by you on a graduation application, otherwise your primary (legal) name shall be used.

DIPLOMA NAME: _____
First Middle Last

Will you be participating in the Graduation ceremony? YES NO Did you submit a request for Initial Transcript Evaluation? YES NO

Full name of Certificate you are completing: _____

**** Disclaimer: Admissions and Records has the final and official authorization to grant certificates.****

Please note, once your diploma is printed, duplicated are subject to a fee.

Student's Signature (required): _____ Date: _____

COUNSELOR REVIEW ONLY

Please indicate below for which Certificate the student is petitioning for.

Major

Plan A: Certificate of Achievement: _____ Catalog Year: _____

Plan B: Certificate of Proficiency: _____

Plan C: Certificate of Completion: _____
(NON -Credit Only)

Plan D: Certificate of Competency: _____
(NON -Credit Only)

List All In-Progress Coursework/Campus: _____
Campus _____

Course Substitution Form: YES NO In-Progress(please attach copy)/ if applicable: Approved(already on file)/if applicable

Advance Placement (AP) or Credit by Exam used to complete requirements? YES NO In-Progress Approved
(Awarded on student record)

Attachments Required: Major Worksheets are needed to verify that student has met requirements for Certificate.

****Admissions and Records Office will not accept petition if Major worksheets are not attached****

Counselor Name (required): _____
Counselor Name (Print)

Counselor Signature (required): _____ Date: _____