

# CERTIFICATE REQUIREMENTS

## Types of Certificates

### Certificates of Achievement \* (8 or more Units)

These certificates are awarded to students who have achieved the highest level of technical competency in their field and have satisfactorily completed a rigorous sequence of courses. The requirements for these certificates are based upon close articulation with business and industry.

### Skill Certificates (Fewer than 16 Units)

Skill certificates also prepare students for employment but have fewer unit requirements than the Achievement certificates. They are highly specialized and are available in a wide variety of career and technical areas. These certificates are frequently used to upgrade or update an individual's skills for promotion or increased salary.

For more information, see Types of Degrees and Certificates (<https://catalog.cos.edu/areas-study/#summaryofdegreestext>)

\* Certificates of Achievement may have a total unit count of 8-15.5 units, if approved by the California Community College Chancellor's Office.

## Certificate Policy

The College of the Sequoias will award a certificate to a student who satisfactorily completes the program requirements stated in the college catalog.

For any certificate, a student must complete the following (whichever option is most beneficial to the student):

- A minimum of twelve (12) semester units at COS; or
- At least 25% of the units required to earn the certificate must be completed at COS

Students must receive a grade of "C" or higher in each course to successfully complete a certificate.

Certificates of Achievement that consist solely of basic skills and/or ESL courses are not permitted.

## Vocational Certificate Program

College of the Sequoias awards vocational certificates to students who have satisfactorily completed a high level of technical training and meet or exceed the skills and knowledge required for employment in business or industry.

Certificates are not equal to an AS or AA degree and can usually be completed in a much shorter period of time. Certificates verify to employers that the recipient has achieved a high level of technical competency. Certificate units can also be applied toward an associate degree concurrently or at a later date.

## How to Apply for a Certificate

### Awarding of Certificates

Skill Certificates or Certificates of Achievement will be awarded after the posting of grades of the particular certificate's course requirements (as

outlined in the college catalog) and application procedures have been completed.

### Application Procedures

To apply, students should follow these steps:

1. Obtain an application for a Skill Certificate or Certificate of Achievement online (<https://www.cos.edu/en-us/admissions/forms/>)
2. Make an appointment with a counselor (optional)
3. Review the catalog to ensure all course requirements for a Skill Certificate or Certificate of Achievement in the program of study are complete. You may work with the counselor or check Degree Works to help determine eligibility.
4. Update the address in Banner Web to ensure the certificate is mailed to the correct address
5. Complete and sign the application. Email to [evaluations@cos.edu](mailto:evaluations@cos.edu) or submit using the Secure Student Upload Submission.
6. Students may also print, complete the application, and turn it in at one of the following locations:
  - a. Visalia - Sequoia Building, Admissions and Records Office - Room 107
  - b. Hanford - Vocational Building - The Hub
  - c. Tulare - Building A - Student Service

### Determining Award

The Evaluations Specialist in Admissions and Records is responsible for determining if an award of a college certificate shall be granted. After reviewing the student's academic record, a determination will be made as to whether or not the student has successfully fulfilled all of the requirements for the certificate they are seeking. If the certificate is awarded, it will be posted to the student's records and a certificate will be ordered from our outside printing company. The process may take approximately six to eight weeks from the time final grades are posted for the certificate to be granted. The certificate will be mailed directly to the student at the physical address listed in Banner. If the student does not meet the necessary requirements, they will be notified to their COS email.