

NOTICE OF INTENT TO EARN A CERTIFICATE OF PROFICIENCY ("LOCAL CERT")

Please **PRINT YOUR NAME EXACTLY** as you want it to appear on your certificate:

_____ Student ID Number _____

Do you have college transcripts or credit **other** than CMC? Yes No **If yes, please list them on the back of this form.**

I Expect to Earn My Certificate of Proficiency: **Fall Spring Summer** _____ Today's Date _____
 (Circle one above) Year

My Certificate of Proficiency Major:

- | | |
|--|---|
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Nurse Assistant (NA) Certificate |
| <input type="checkbox"/> Office Assistant | <input type="checkbox"/> Emergency Medical Technician (EMT) I Certificate |
| <input type="checkbox"/> Graphic Design Technology | <input type="checkbox"/> EMT Refresher Course Certificate |
| <input type="checkbox"/> Photoshop with Animation | <input type="checkbox"/> Home Health Aide (HHA) Certificate |
| <input type="checkbox"/> Web Design | |

Please note: A Certificate of Proficiency is awarded at the local level and is **not posted to the student's transcript.**

| <i>FOR OFFICE USE ONLY:</i> | |
|--|--|
| Evaluation Completed _____ | |
| Notification Memo <input type="checkbox"/> ~ Roster Entry <input type="checkbox"/> ~ GPA _____ | |
| ----- | |
| Final Requirements Check: Pass <input type="checkbox"/> Drop/Fail <input type="checkbox"/> ~ GPA _____ | |
| ----- | |
| Certificate: Printed <input type="checkbox"/> Notified _____ Mailed/Re'd _____ | |

Phone (home) _____
 Phone (cell) _____
 Mailing Address _____
 City, ST, Zip _____
 Signature _____
 Email _____

Complete the reverse side as well!

All notifications are sent by email. Please check your spam folders

List ALL colleges you have attended. It is your responsibility to contact those institutions and authorize release of official transcripts to be sent to Copper Mountain College. Non-traditional credit must also be submitted before an evaluation can be completed. **Your certificate of proficiency will not be released until CMC receives ALL official transcripts.**

| List all other Colleges or Universities | Is an official record on file at CMC? | |
|--|---------------------------------------|----|
| _____ | YES | NO |
| _____ | YES | NO |
| _____ | YES | NO |
| _____ | YES | NO |
| _____ | YES | NO |
| _____ I have earned Military Credit (SOCMAR or SOCNAV) | YES | NO |
| _____ I have earned CLEP Credit | YES | NO |
| _____ I have Advanced Placement from High School | YES | NO |
| _____ Other (specify) _____ | YES | NO |

Intents are due by October 1 for Fall Certificates and by March 1 for Spring & Summer Certificates of Proficiency. **If submitted prior to the deadline, your evaluation and notification will be returned to you by the end of the semester.** If you are unsure if you meet requirements, please meet with your counselor to verify. Waiting for a confirmation letter is not advised.