Saddleback College **Petition for Certificate of Achievement or Occupational Skills Award**

28000 Marguerite Parkway Mission Viejo, CA 92692-3635 *949-582-4555*

Filing deadlines: Submit your petition during the semester that you are completing your requirements and no later than the following dates:

November 1 for Fall
March 1 for Spring
July 1 for Summer

1. Student ID Number	2. Social Security Number	3. Date of Birth	4. Telephone Number
			Work ( ) Home ( )

5. Student's Name – Last, First, MI	6. Other Names Used

Certificate of Achievement

1) Have you petitioned previously? ☐ Yes ☐ No

2) I have completed my requirements under the _____catalog for a certificate in
Year

_____ with an emphasis in _____.
Field Option

3) List all colleges at which you have taken course(s) that may apply to your Certificate of Achievement. Official transcripts from these colleges must be on file before an evaluation will be completed.

_____ _____

_____ _____

Occupational Skills Award

1) Have you petitioned previously? ☐ Yes ☐ No

2) I have completed my requirements under the _____catalog for an Occupational Skills
Year

Award in _____.
Field

Important:
1) The Occupational Skills Award will not appear on the student transcript.
2) All courses for the Occupational Skills Award must be completed at Saddleback College.

_____ _____
Student Signature Date

_____
Student e-mail address

For Office Use Only		
Date Received:	Date of Completion:	Certificate Issued:

Certificates of Achievement

(Choose one program with an asterisk)

Accounting
- *Accountant
- *Computerized Accounting Specialis
- *Tax Preparation

*Administrative Assistant
*American Sign Language Interpreting
*Aquarium and Aquaculture Science
*Architectural Drafting

Automotive Technology
- *Automotive Chassis Specialist
- *Automotive Engine Service Specialist
- *Automotive Performance Specialist
- *General Automotive Mechanics

Business Management
- *Business Leadership
- *Business Marketing
- *International Business
- *Professional Retailing Preparation
- *Retail Management
- *Small Business Management

Child Development and Educational Studies
- *Early ChildhoodTeacher
- *Master Teacher
- *Educational Assistant: School-Age Children and Youth
- *Associate Teacher

Computer and Information Management
- *Applications Developer
- *Business Systems Analyst
- *E-Commerce Specialist
- *Network Administrator
- *Software Specialist
- *Web Designer
- *Webmaster

*Computer Maintenance Technology
*Construction Inspection
*Consumer Services
*Cosmetology

Culinary Arts
- *Catering
- *Culinary Arts
- *Food Service

*Digital Post-Production
*Drafting Technology
*Ecological Restoration

Electronic Technology
- *Analog and Digital Circuit Electronic Technology
- *Digital Electronic Technology
- *General Electronic Technology

*Family and Consumer Sciences

Fashion Design
- *Fashion Design
- *Advanced Fashion Design and Apparel Manufacturing

Fashion Merchandising
- *Fashion Merchandising
- *Visual Fashion Merchandising

*Foods
*Geographic Information Systems
*Gerontology

Graphics
- *Computer Graphics
- *Graphic Communications
- *Graphic Design
- *Illustration / Animation

*Horticulture

Human Services
- *Alcohol and Drug Studies
- *Corrections and Criminal Justice
- *Eating Disorders
- *Family Services
- *Human Services Generalist
- *Mentor and Prevention
- *Victim Services / Domestic Violence

Interior Design
- *Interiors Merchandising
- *Interior Design Assistant
- *Interior Design Professional

*Journalism
*Landscape Design

Marine Science Technology
- *Marine Science Technician
- *Seamanship

Medical Assistant
- *Administrative Medical Assistant
- *Clinical Medical Assistant
- *Medical Assistant

Nursing
- *Registered Nurse
- *Licensed Vocational Nurse to Registered Nurse

*Nutrition
*Paramedic
*Radio/Television/Film/Electronic Media

Real Estate
- *Real Estate Appraisal
- *Real Estate Escrow
- *Real Estate Sales / Broker Associate

*Travel and Tourism

Occupational Skills Awards

Human Resources Management
Project Management
Child Development: Associate Teacher
Information Security: Security
Emergency Medical Technician
General Horticulture
Plant Identification
General Landscape Design
Office and Computer Skills
Phlebotomist/Laboratory Assist