



Application for Certificate of Competency/ Completion

Submit completed form by email to mjcevaluations@mjcc.edu, mail, or in-person to the Enrollment Services Office.

Requirements to complete this form & successfully receive your certificate:

- Complete ONE form for EACH certificate. Please type or print **clearly**.
- You must apply in the term in which you expect to complete your certificate requirements.
- We recommend that you meet with a counselor before applying to ensure you have met all the requirements.
- All correspondence from the Evaluations Office will be sent to your **College Student Email ONLY**.

Student Information (Please list your legal name):

Last Name: _____ Middle Initial: _____ First Name: _____

Student ID: w _____ Date of Birth: _____ Phone Number: _____

Please check which certificate you are applying for

Certificate of Competency

- English for Life and Work: Elementary (ELW 901, 902 & 903)
- English for Life and Work: Proficient (ELW 904, 905 & 906)
- Proficiency in Arithmetic (MATH 911, 912 & 913)
- Proficiency in Pre-Algebra (MATH 921, 922, 923 & 924)

Certificate of Completion

- Research Skills (LIBR 901, 902 & 903)

I acknowledge the official name on record will be used as the name on the certificate.

Student Signature: _____ Date: _____

OFFICE USE ONLY			
SACP <input type="checkbox"/>	SGRD <input type="checkbox"/>	<input type="checkbox"/> Pending _____	
		<input type="checkbox"/> Complete _____	
		<input type="checkbox"/> Ineligible _____	
		<input type="checkbox"/> Email _____	