

Ventura College
APPLICATION FOR DEPARTMENTAL PROFICIENCY AWARD

Print name as you wish it to appear on certificate.* _____

Previous name(s) if any. _____

Mailing Address City State Zip _____

Student I.D. Number _____

Birthdate _____

Contact Phone _____

Email Address _____

NAME OF PROFICIENCY AWARD _____

Requirements completed by end of term: FALL, 20 ____ SPRING, 20 ____ SUMMER, 20 ____

OTHER COLLEGES ATTENDED _____

Attach an unofficial Ventura College transcript **and official** transcripts from other colleges if coursework is being used for this award.

CLASSES REQUIRED FOR PROFICIENCY AWARD: _____

Catalog Year ____ - ____

Units
Completed

Units in
Progress

No. Units at VC: _____

Total Award units: _____

Cumulative GPA (2.0 or higher): _____

Student Signature _____

Date _____

DEPARTMENT DECISION:

This application has been evaluated and it has been determined that the student: _____ has _____ has not met the requirements for this Proficiency Award.

_____ has

_____ has not

Authorized Department Signature _____

Date _____

Print Name _____

Student notified of Department Decision on _____

Date _____

INSTRUCTIONS – Application for Proficiency Award:

1. Download the “Application for Departmental Proficiency Award” from www.venturacollege.edu/proficiencyaward.
2. Complete the application. Consult the college catalog (www.venturacollege.edu/catalog) for a list of the required courses.

**Print your name as you want it to appear on the Award, but the last name must be the same as it is on your transcripts. If your last name has changed, you must request a name change by presenting a picture ID at the Admissions Office that reflects the name change. Please understand that all of your college records will be changed to reflect the new name.*

3. Attach an unofficial copy of your transcripts from Ventura College (it will include any courses you have taken at Moorpark and/or Oxnard Colleges).
4. Attach **official transcripts** from other colleges you have attended.
5. Sign the application and submit it to the appropriate Division Office.

Proficiency Awards are issued by instructional departments; for example, a Proficiency Award for Bookkeeping is issued by the Accounting Department, which is part of the Business Division. Therefore an application for a PA in Bookkeeping will be submitted to the Business Division Office.

6. You will be notified by the appropriate Division or Department Office once your application has been evaluated.