

**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.

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](http://www.venturacollege.edu/proficiencyaward).
2. Complete the application. Consult the college catalog ([www.venturacollege.edu/catalog](http://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.