

CERTIFICATES

Orange Coast College offers two types of credit certificate awards in career programs designed to prepare the graduate to enter a particular field of employment. A list of certificate programs and requirements can be found in the Career and Academic Pathways (<https://catalog.cccd.edu/orange-coast/pathways/>) and Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs/>) sections of this catalog.

Certificate of Achievement Requirements

The Certificate of Achievement is a state-approved career program that requires a minimum of eight units and is designed to prepare the graduate to enter a particular field of employment. To be awarded a certificate of achievement, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better.

At least 3 units of the certificate program must be completed at OCC at the department's discretion. Certificates of Achievement are not automatically awarded. A petition must be filed in Enrollment Services or online at the beginning of the semester in which the student will be completing their final requirements. The petitioning periods are listed in the Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/>) section of this catalog. Check with a counselor to determine the requirements for completion.

Certificate of Achievement - Transfer

The state-approved California General Education Transfer Curriculum (Cal-GETC) Certificate of Achievement, when combined with a Major, satisfies the requirements for an AA or AS Degree with the purpose of preparing the student for transfer to a four-year institution.

Certificate of Specialization Requirements

The Certificate of Specialization is a locally approved career program that requires sixteen or fewer units and is designed to prepare the graduate to enter a particular field of employment. To be awarded a certificate of specialization, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better.

At least 3 units of the certificate program must be completed at OCC at the department's discretion. Certificates of Specialization are not automatically awarded, not printed on official academic transcripts, and there is no acknowledgment of completion given at graduation. Please contact the respective program's division office for details regarding the submission of petitions as procedures for each division vary. Most division offices prefer that students complete all of the required courses and then provide a copy of the transcript while some divisions allow petitions for Certificates of Specialization before finishing. Check with a counselor to determine the requirements for completion.

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Noncredit

Orange Coast College offers two types of noncredit certificate awards in career fields designed to provide the student with a no-cost option that help students reach their personal, academic and professional

goals. A list of certificate programs and requirements can be found in the Career and Academic Pathways (<https://catalog.cccd.edu/orange-coast/pathways/>) and Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs/>) sections of this catalog.

1. **Certificate of Competency** - A certificate in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution.
2. **Certificate of Completion** - A certificate leading to improved employability or job opportunities.