REQUEST FORM FOR
CREDIT FOR PROFESSIONAL CERTIFICATION OR TRAINING
For State-Funded Courses (Effective Fall 2010)

Student Name: _____ SID#_____

E-Mail: _____ Daytime Phone #: _____

Which course do you want to earn credit for certification/training? _____ Quarter/Year: _____

FOR STUDENT: READ THE FOLLOWING GENERAL POLICY CAREFULLY

- The student must be enrolled at Bellevue College for the quarter in which the request is made.
- The student must have completed ten quarter credit hours at Bellevue College.
- Credits are given for completed training comparable to college-level programs through non-degree awarding agencies or institutions and must be related to the theories, practices, and content of the relevant academic field, and fall within the regular curricular offerings at BC.
- Credit is not counted toward residence requirement.
- Credits for certification or training, together with other non-traditional credits, cannot exceed 25% of the total number of credits applicable for a degree or a certificate. Some programs may have a cap lower than 25%.
- Approved credits are identified on the student's transcript, as "Credit for Professional Certification or Training", but are not calculated into the GPA.
- Approved credits may be used toward the appropriate course or program. Transferability of these credits will be subject to the policies of the receiving institution.
- Each credit is charged at 40% of the current tuition and fee rate, no sliding scale, no upper limit.
- **The fee is non-refundable.**

By signing below, you acknowledge that you accept the terms listed above.

Student Signature (required): _____ Date: _____

PROCEDURE

- The student meets with the program chair and supplies official documentation of training, licensing or certification, and any other documentation necessary to confirm currency of skills.
- The program chair confirms the student's enrollment eligibility for the request (the student must be currently enrolled in the current quarter and have completed 10 credits at BC).
- The program chair, in consultation with faculty members with content expertise, evaluates the documentation and determines the number of credits and course(s) to be granted.
- Both the program chair and division dean sign the form and forward it to the Registrar's Office.
- The student pays the non-refundable fee.

FOR PROGRAM CHAIR

Is the student enrolled in the current quarter and has earned 10 credits at BC? ☐ Yes ☐ No

Is the request approved? ☐ Yes ☐ No Documentation attached? ☐ Yes ☐ No

Comments: _____

Approved Course ID: _____ Credits: _____ Course Title: _____

Program Chair Name: _____ Signature: _____ Date: _____

FOR DIVISION DEAN

Recommendations: ☐ Approved ☐ Not approved

Comments: _____

Division Dean Name: _____Signature: _____ Date: _____

FORWARD THIS FORM TO THE REGISTRAR'S OFFICE