# Certificate / Digital Badge Request

**WHEN CAN I APPLY?**
Students seeking a certificate of completion, or competency, in ESL or Short Term Vocational programs: Applications may be submitted once all of the required and elective courses have been successfully completed with a grade of "Pass."

Students seeking an Adult High School diploma: Applications may be submitted once the student has met with the counselor and the counselor has signed off on completion of AHS credits.

**Print name as applicant wishes it to appear on the certificate, complete form, and sign.**

_____
First Name Middle Name or Initial Last Name

Student Identification Number: K_____ Phone_____ Date of Birth_____

Email: _____
(where digital badge, if applicable, is to be emailed)

**1) I would like my certificate printed:** ☐ **YES** ☐ **NO**

**2) I will pick up my certificate at the following campus:** ☐ **Schott** ☐ **Wake**

**3) Check the type of certificate or diploma you are requesting.**
**(List is below dotted line.)**

**4) Return completed form to the Welcome Center at Schott (310 W. Padre St.) or Wake (300 N. Turnpike Road) or email to: SELAdmissions@sbcc.edu**

*Please allow 14 days for processing time, and bring your photo identification.*

Applicant's Signature: _____ Date: _____
month date year

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**Adult High School Program**
☐ Adult High School Diploma – AH-ADAHSD-D

**Bilingual Computer Classes Certificates of Completion**
☐ Desktop Publishing Principles (Bilingual) Certificate: NC-STVDPB-CC
☐ Fundamental Computer Skills (Bilingual) Certificate: NC-STVCSB-CC
☐ Fundamentals of Graphic and Web Design (Bilingual) Certificate: NC-STVGWB-CC
☐ Office Computer Applications (Bilingual) Certificate: NC-STVCAB-CC
☐ Office Computer Applications Essentials (Bilingual) Certificate: NC-STVCEB-CC

**Business Certificates of Completion**
☐ AI for Entrepreneurs: NC-STVAIE-CC
☐ AI Foundations and Creative Applications: NC-STVAIF-CC
☐ Career Strategist Certificate: NC-STVCS-CC
☐ Customer Relations Certificate: NC-STVOCR-CC

- [ ] Ecological Landscape Design Certificate: NC-STVELD-CC
- [ ] Effective Marketing Communication Management Certificate: NC-STVOCO -CC
- [ ] Emerging Leaders Certificate: NC-STVEL-CC
- [ ] Enterprise Communication Certificate: NC-STVOCW-CC
- [ ] Enterprise Communication 2 Certificate: NC-STVOCY-CC
- [ ] High Performance Teams Certificate: NC-STVOCP-CC
- [ ] Introduction to Bookkeeping and Accounting Certificate: NC-STVIBA-CC
- [ ] Leaders for Diversity, Equity and Inclusion Certificate: NC-STVDEI-CC
- [ ] Management Toolbox Certificate: NC-STVOCS-CC
- [ ] Managing to Maximize Performance Certificate: NC-STVOCX-CC
- [ ] Nonprofit Finance Certificate: NC-STVFN-CC
- [ ] Nonprofit Fundraising Certificate: NC-STVNF-CC
- [ ] Nonprofit Marketing Certificate: NC-STVNM-CC
- [ ] Nonprofit Strategic Planning Certificate: NC-STVNSP-CC
- [ ] Nonprofits 101 Certificate: NC-STVNP-CC
- [ ] Powerful Presentations Certificate: NC-STVPP-CC
- [ ] Project Management Certificate: NC-STVPM-CC
- [ ] QuickBooks Basics for Small Business Certificate: NC-STVQBB-CC
- [ ] Sales Techniques Certificate: NC-STVOCT-CC
- [ ] Spanish in the Workforce Certificate: NC-STVSIW-CC
- [ ] Strategic Marketing Certificate: NC-STVOCV-CC
- [ ] Successful Work and Life Transitions Certificate: NC-STVWLT-CC
- [ ] Tax Preparation Certificate: NC-STVTAP-CC
- [ ] Teaching with Humanizing Technology Certificate: NC-HUMTEC-CC
- [ ] Thrive and Survive in the Workplace Certificate: NC-STVTSW-CC
- [ ] Visionary Leadership Certificate: NC-STVVL-CC
- [ ] Workplace Essentials Certificate: NC-STVOCQ-CC
- [ ] Workplace Wellness Certificate: NC-STVWPW-CC

**Ceramics Certificates of Completion**

- [ ] Ceramics: Beginning Techniques - NC-STVCER-CC

**Construction & Electrical Technology Certificates of Completion**

- [ ] Noncredit Construction Module Certification: NC-STVCM-CC
- [ ] Noncredit Intermediate Construction Module Certification: NC-STVICM-CC
- [ ] Noncredit Electrical Training Module 1 Certificate: NC-STVET1-CC
- [ ] Noncredit Electrical Training Module 2 Certificate: NC-STVET2-CC
- [ ] Noncredit Electrical Training Module 3 Certificate: NC-STVET3-CC
- [ ] Sustainable Building Module Certificate: NC-STVSBM-CC

**Cooperative Parenting Certificates of Completion**

- [ ] Cooperative Preschool and Family Engagement - NC-STVCPF-CC

**Design Certificates of Completion**

- [ ] Basic Digital Imaging Certificate: NC-STVBDI-CC
- [ ] Digital Design Basics Certificate: NC-STVOCG-CC
- [ ] Digital Maker Certificate: NC-STVDM-CC
- [ ] Digital Photograph Management Certificate: NC-STVDPM-CC
- [ ] Digital Photography Level 1: NC-STVDP1-CC
- [ ] Digital Printing: Newsletters and Magazines Certificate: NC-STVDP-CC
- [ ] Information Design Certificate: NC-STVID-CC
- [ ] Photoshop for Digital Photographers: NC-STVDPP-CC
- [ ] Web Designer Certificate: NC-STVWD-CC

**ESL Certificates of Competency**

- [ ] ESL Level 1 Certificate: NC-ESLL1-CC
- [ ] ESL Level 2 Certificate: NC-ESLL2-CC
- [ ] ESL Level 3 Certificate: NC-ESLL3-CC
- [ ] ESL Level 4 Certificate: NC-ESLL4-CC
- [ ] Vocational ESL Child Care Certificate: NC-ESLVOA-CC
- [ ] Vocational ESL Healthcare Certificate: NC-ESLVOB-CC
- [ ] Vocational ESL Landscape/Garden Certificate: NC-ESLVOC-CC
- [ ] Vocational ESL Landscaping/Garden Certificate: NC-ESLVLG-CC
- [ ] ESL Pronunciation and Conversation Certificate: NC-ESLPC-CC
- [ ] ESL Intermediate Grammar and Composition Certificate: NC-ESLGCI-CC
- [ ] ESL Advanced Grammar and Composition Certificate: NC-ESLGCA-CC
- [ ] ESL Literacy Certificate: NC-ESLL4-CC
- [ ] ESL Pre-GED Math/English Certificate: NCESLGME-CC

**Gardening Programs Certificates of Completion**

- [ ] Advanced Green Gardener Certificate: NC-STVAGR-CC
- [ ] Ecological Landscape Design Certificate: NC-STVELD-CC
- [ ] Green Gardener Certificate: NC-STVOCH-CC
- [ ] Small Scale Food Production for the Home Landscape Certificate: NC-STVSFP-CC

**Glass Certificates of Completion**

- [ ] Glass: Introductory Glass Arts - NC-STVGLA-CC

**Global Cuisine Certificates of Completion**

- [ ] Global Cuisine - NC-STVGLC-CC

**Health Academy Certificates of Completion**

- [ ] CNA Continuing Education - NC-STVCNC-CC
- [ ] Medical Assistant Training Certificate - NC-STVMAT-CC
- [ ] Personal Care Attendant Training Certificate: NC-STVPCA-CC

**Jewelry Certificates of Completion**

- [ ] Jewelry: Beaded and Wire Wrapped Jewelry Arts - NC-STVJBW-CC
- [ ] Jewelry: Beginning Jewelry Arts - NC-STVJWB-CC
- [ ] Jewlery: Intermediate Techniques - NC-STVJWI-CC

**Sewing Certificates of Completion**

- [ ] Sewing: Beginning Techniques - NC-STVSBT-CC
- [ ] Sewing: Fashion Quilting - NC-STVSFQ-CC
- [ ] Sewing: Intermediate TechniquesNC-STVSIT-CC

**Spanish in the Workforce Certificates of Completion**

- [ ] Spanish in the Workforce Level 1 - NC-STVSIW-CC

**Technology Certificates of Completion**

- ☐ Basic Internet Skills Certificate: NC-STVOCA-CC
- ☐ Basic MAC Software Skills Certificate: NC-STVOCB-CC
- ☐ Beginning MAC Skills Certificate: NC-STVOCE-CC
- ☐ Blogging for Business Certificate: NC-STVBB-CC
- ☐ Computer Basic Skills Level 1 Certificate: NC-COMPS1-CC
- ☐ Computer Basic Skills Level 2 Certificate: NC-COMPS2-CC
- ☐ Computer Hardware Fundamentals Certificate: NC-STVOCF-CC
- ☐ Computer Technology Fundamentals Certificate: NC-STVCTF-CC
- ☐ Green Documents: Documents for the Environment Certificate: NC-STVGD-CC
- ☐ Harness the Cloud to Maximize Work Performance Certificate: NC-STVOCZ-CC
- ☐ Increase Efficiency and Productivity with Adobe Acrobat Tools Certificate: NCSTVAAT-CC
- ☐ Microsoft Office Skills Level 1 Certificate: NC-STVMO1-CC
- ☐ Microsoft Office Skills Level 2 Certificate: NC-STVMO2-CC
- ☐ Microsoft Office Skills Level 3 Certificate: NC-STVMO3-CC
- ☐ Research Specialist Certificate: NC-STVOCU-CC
- ☐ Social Media for Business Certificate: NC-STVSM-CC
- ☐ Visual Basic for Applications Fundamentals Certificate: NC-STVVBA-CC
- ☐ VMware vSphere Install, Configure, Manage Certificate: NC-STVVMS-CC
- ☐ Windows Desktop Administration Certificate: NC-STVWDA-CC
- ☐ Windows Server Administration Certificate: NC-STVWSA-CC

Official Use Only

Date: _____ Approved by:_____

[ ] Not Eligible [ ] Return certificate to Department/Instructor for distribution 11/13/26