



Southwestern College Continuing Education

PETITION FOR NONCREDIT CERTIFICATE COMPLETION/COMPETENCY IN ESL

To Student:

- Add your contact information.
- Circle the semester/session and add year of completion for each class to any certificate you want (you may complete more than one certificate).
- Return this completed form to Continuing Education at HEC Otay Mesa, 8100 Gigantic Street, Bldg. 4100, Room 4106 or email it to continuinged@swccd.edu
- Certificates will be available for pick up 7-10 days after form is received in Continuing Education, or the certificates can also be emailed to you if you prefer.

Student Contact Information:

Full name:	SWC Student ID:
Address:	Date of Birth:
City: State: Zip:	Email:
Signature: Date:	Phone #:
Select one: <input type="checkbox"/> Please email me my certificate(s) OR <input type="checkbox"/> I will pick up my certificate in person from Continuing Education at HEC Otay Mesa	

Entry Level ESL Certificate of Completion NC002 (108 hours)

I have successfully completed (passed) the following courses:

NC 108 Basic ESL I (36 hours) Circle one: Fall / Summer / Spring Year: _____

NC 109 Basic ESL II (36 hours) Circle one: Fall / Summer / Spring Year: _____

NC 110 Basic ESL III (36 hours) Circle one: Fall / Summer / Spring Year: _____

ESL College Readiness Certificate of Completion NC025 (108 hours)

I have successfully completed (passed) the following courses:

NC 109 Basic ESL II (36 hours) Circle one: Fall / Summer / Spring Year: _____

NC 220 Transitioning to College ESL (36 hours) Circle one: Fall/Summer/Spring Year: _____

NC 221 Computers and Technology for ESL (36 hours) Circle: Fall/Summer/Spring Year: _____

ESL Conversation Skills Development Certificate of Completion NC050 (72 hours)

I have successfully completed (passed) the following:

NC 109 Basic ESL II (36 hours) Circle one: Fall / Summer / Spring Year: _____ **OR**

NC 110 Basic ESL III (36 hours) Circle one: Fall / Summer / Spring Year: _____ **AND**

NC 222 ESL Conversation (36 hours) Circle one: Fall / Summer / Spring Year: _____

ESL Specialized Workplace Communication Skills Certificate of Completion NC051 (72 hours)

I have successfully completed (passed) the following courses:

NC 224 Workplace ESL (36 hours) Circle one: Fall / Summer / Spring Year: _____

NC 225 Topics in Vocational ESL (36 hours) Circle one: Fall / Summer / Spring Year: _____

ESL Workplace Literacy Skills Certificate of Completion NC052 (72 hours)

I have successfully completed (passed) the following courses:

NC 109 Basic ESL II (36 hours) Circle one: Fall / Summer / Spring Year: _____ **OR**

NC 110 Basic ESL III (36 hours) Circle one: Fall / Summer / Spring Year: _____ **AND**

NC 221 Computers and Technology for ESL (36 hours) Circle: Fall/Summer /Spring Year: _____

Office Use Only

Review of Petition

- ☐ Petition is APPROVED. Your certificate will be emailed (virtual) or may be picked up in Continuing Education at the HEC Otay Mesa, Bldg.4100, Room 4106.
- ☐ Petition is DENIED pending satisfactory completion of required classes and hours.

Signatures

Staff Signature _____ Date: _____