



Southwestern College Continuing Education

PETITION FOR NONCREDIT CERTIFICATE COMPLETION/COMPETENCY IN AUTOMOTIVE TECHNOLOGY

To Student:

- Add your contact information.
- Include the 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: ☐ Please email me my certificate(s) OR ☐ I will pick up my certificate in person from Continuing Education at HEC Otay Mesa	

Basics of Automotive Technology: Certificate of Completion NC026 (108 hours)

I have successfully completed (passed) the following courses:

NC 340: Basic Automotive Service I (54 hours) - Year: _____

NC 341: Basic Automotive Service II (54 hours) - Year: _____

Automotive Service Consultant: Certificate of Completion NC027 (108 hours)

I have successfully completed (passed) the following courses:

NC 342: Service Advisor I (54 hours) - Year: _____

NC 343: Service Advisor II (54 hours) - Year: _____

Automotive Parts Specialist: Certificate of Completion NC028 (108 hours)

I have successfully completed (passed) the following courses:

NC 344: Parts Advisor I (54 hours) - Year: _____

NC 345: Parts Advisor II (54 hours) - 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: _____