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.

Printname as applicant wishes it to appear on the certificate, complete form & 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-STVAGG-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

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