



# Northwestern Michigan College CERTIFICATION CREDITS APPLICATION

Certification Credits allow students to receive course credit for certifications in specific, identified areas as recommended and approved by full-time faculty members in discipline areas which have been pre-approved.

Students must have completed one Northwestern Michigan College course before the certification credits will be recorded on the official transcript.

The procedure for students to receive credit is:

- The student will present the certificate to the lead instructor in the educational area appropriate to validate the timeliness and authentication of the certificate earned. See below.
- See the Registrar in the Registration office to have the appropriate form completed for application of credits for certifications.
- The Registrar will send the form to the lead instructor.
- The instructor will complete the form with the name of the course and credits, and return the form to the Registrar in the Records and Registration office.
- The Registrar will record the credits on the official transcript and mail results to the student.
- Credits will be recorded as transfer-in credits. No grade will be assigned.

## APPLICATION

Student's Name	Student NMC ID
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Complete address
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Course Number	Course Title	Credits
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Course Number	Course Title	Credits
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## REQUIRED SIGNATURES

Registrar	Date
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Instructor	Date
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Credits recorded	Date
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Students who intend to transfer to other schools are cautioned to check with the institutions for approval of certificate credits.