



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.

The procedure for students to receive credit is:

- The student will present the certification paperwork to the lead instructor or department chair in the educational area appropriate to validate the timeliness and authentication of the certificate earned.
- When approved, the instructor will complete this form with the name of the course and credits, and give the form to the Registrar in the Records and Registration office.
- The Registrar will record the credits on the official transcript and email results to the student.
- Credits will be recorded as Assessment credit. No grade will be assigned.

APPLICATION

_____		_____
Student's Name		Student NMC ID
_____	_____	_____
Course Number	Course Title	Credits
_____	_____	_____
Course Number	Course Title	Credits
_____	_____	_____
Course Number	Course Title	Credits

REQUIRED SIGNATURES

_____	_____
Registrar	Date
_____	_____
Lead Instructor or Department Chair	Date
_____	_____
Credits recorded	Date

Students who intend to transfer to other schools are cautioned to check with the institutions for acceptance of certificate credits.