

ALTERNATIVE AWARD OF CREDIT REQUEST FORM

To request Alternative Award of Credit based upon licensure or certification, please follow the directions below:

1. Complete this form and include the following documentation:
 - a. Attach a copy of the appropriate Alternative Award of Credit Agreement (Visit valenciacc.edu/asdegrees/tec.cfm to print a copy of the Agreement.)
 - b. Attach a copy of the designated License or Certificate
2. Bring the required documentation to the Dean's academic department for verification and approval.
3. The Department Dean and/or Program Director will review the documentation and verify that you have met the required criteria for the credit to be awarded per the Agreement.
4. Once the Alternative Award of Credit has been approved, both the Department Dean and Program Director will sign the Alternative Credit Award Form, attach the required documentation, and forward it to the Graduation Office to be processed

Student Name: _____ VID# _____

Major: _____ Catalog Year _____

Atlas email: _____ Daytime Phone _____

Please check the appropriate Award of Credit Agreement you are interested in:

- CISCO CCNA Certification
- CCA (Certified Coding Associate) Certification
- CPC (Certified Procedural Coder) Certification
- CPS (Certified Professional Secretary) or CAP (Certified Administrative Professional) Certification
- Florida Real Estate License
- Property and Casualty Insurance Management License
- Correctional Officer, Law Enforcement Officer or Probation/Patrol Officer Certification/Licensure

Identify the documentation you are attaching to verify you have met the criteria for alternative credit:

- Copy of _____ License
- Copy of _____ Certificate

Student Signature _____ Date _____

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Approval:

Please award _____ credits to the this student for the _____ licensure/certification. The student has provided the required documentation and completed the necessary course work as specified in the Award of Credit Agreement.

Program Director Signature Date _____

Dean Signature Date _____