

Bakersfield College CTE

Certificate Process

- Student applies for certificate – during semester that all classes will be completed.
- Application is available on CTE website or in person in FACE 16. <https://www.bakersfieldcollege.edu/cte/cte-certificate-applications>.
- Application is turned into the CTE Office in F.A.C.E. 16
- Advisors will attach a transcript of grades and sign the application form. If courses are in progress, it is held until grades roll at the end of the semester. If all classes are completed, the application is processed and sent to A&R within a week.
- Certificate application information is added to Excel worksheet for tracking purposes with dates for when the application is received, when it is sent to A&R, when it is received from Dept. Chair, and when it is mailed or picked up from the student. A copy of the application is made and kept in a holding file.
- Once A&R receives it, they verify the application for validity. They check that there are no student holds. Another person prints the certificates and another person enters the information into Banner.
- A&R then sends the certificates to the appropriate Dept. Chair to sign the certificates (most of the Deans have an electronic signature).
- Dept. Chair forwards the signed certificates to CTE in FACE 16.
- The CTE Office, logs the date received, makes a copy of the certificate and matches the certificate with the application copy that was made earlier.
- The certificates are prepared for mailing or students are called to inform them they are ready to pick up.