

Certificate/Digital Badge Request

WHEN CAN I APPLY?

For those students seeking a certificate of completion, or competency, in ESL or Short Term Vocational programs: Applications can be submitted once all of the required and elective courses have been successfully completed with a grade of "Pass."

For those students seeking an Adult High School Diploma: Applications may be submitted once all requirements have been fulfilled or if all requirements will be fulfilled by the end of the current semester. Your transcript will be evaluated by a counselor before a diploma can be awarded.

Part I: Print Name as Applicant wishes it to appear on the CERTIFICATE, complete form and sign.

First Name _____ Middle Name or Initial _____ Last Name _____

SBCC Student Identification Number: K0 _____ Phone _____ Date of Birth _____

Email: _____ (where digital badge if applicable is to be sent)

I would like my certificate printed YES or NO (please circle)

Applicant's Signature: _____ Date: _____

Part 2: Check the type of certificate or diploma.

Return completed form to the Welcome Center, Schott Campus 310 West Padre, or Wake Campus, 300 North Turnpike

Part 3: Student will pick up certificate at: Welcome Center at Schott Campus or Wake Campus (Circle one)
(please allow 14 days for processing time, and bring photo ID)

Adult High School Program

☐ Adult High School Diploma - AH-ADAHSD-D

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-ESLLIT-CC
- ☐ ESL Pre GED Math/English Certificate - NC-ESLGME-CC

Construction & Electrical Technology Certificate 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

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

Allied Health Certificates of Completion

☐	Medical Assistant Training Certificate - NC-STVMAT-CC
☐	Personal Care Attendant Training Certificate - NC-STVPCA-CC

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

☐	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

Business Continued - Certificates of Completion

☐	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-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

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
☐	Web Designer Certificate - NC-STVWD-CC

Technology - Certificates of Completion

☐	AI for Entrepreneurs-NC-STVAIE-CC
☐	AI Foundations and Creative Applications-NC-STVAIF-CC
☐	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

NOTE: Please email this form as an attachment and send to: selrecords@sbcc.edu.

Official Use Only

Date: _____ Approved by: _____

[] Not Eligible [] Return certificate to Department/Instructor for distribution

Updated 8/5/26