

Board of Cooperative Educational Services of Nassau County
Joseph M. Barry Career & Technical Education Center
 1196 PROSPECT AVENUE
 WESTBURY NY 11590

ADULT EVENING PROGRAM CERTIFICATE APPLICATION

APPLICATION FOR _____ CERTIFICATE
(Name of Program Completed) * fields are required*

Applicant information (to be filled out by Applicant). Please print in block letters or type.

Last Name *	First Name*	Middle Initial
Street Address*	Apt No./Floor	
Town/City* (Please note: Queens is neither a town nor a city; it is a borough.	State*	Zip Code*
Home Phone*	Work Phone	Male/Female*
Soc. Sec. # *	Birth Date*	

(SS # is mandatory for verification purposes if you have a common last name and an employer calls to verify attendance.)

Certificate Information to be filled out by Applicant on the front side only.
**** Note: All course work referenced must have appropriate supporting documentation attached.**

A. Course of study completed at Barry Tech Center: (Please attach all relevant Letters of Completion.)

COURSE*	Fall/Winter/ Spring*	YEAR *	START/ END DATE	CMP	GRADE

B. Relevant courses completed at other institutions: (Please attach official transcripts of all relevant course information.)

COLLEGE/TECHNICAL SCHOOL	COURSE	SEMESTER	YEAR	START/END DATES	GRADE

C. Relevant employment experience.: (Please attach an original letter of employment on official stationery, giving dates of employment. Photocopies are not acceptable.)

COMPANY	ADDRESS	PHONE	CONTACT	FROM/TO

TO BE SIGNED BY APPLICANT: I affirm that the information I have provided is accurate and true to the best of my knowledge. Furthermore, I understand that a certificate is awarded based upon a good attendance record, a successful completion of a course of study and all courses paid in full. ALL RELEVANT INFORMATION REQUESTED MUST BE FILLED IN OR APPLICATION WILL NOT BE PROCESSED.

STUDENT'S SIGNATURE *

DATE*

Applicant Last Name *

First Name*

Middle Initial

TO BE COMPLETED BY CAREER COUNSELOR:

PRIMARY CERTIFICATE	TOTAL HOURS
SECONDARY CERTIFICATE	TOTAL HOURS

Eligibility Checklist: An answer of "No" to any of the first four questions, may result in the denial of certification. Certification will not be awarded unless all relevant backup information is provided.

	YES	NO
1. Student Paid in Full for all courses in Certificate Program?	_____	_____
2. Is payment Status Report attached as backup? If a student is not paid in full, or is in arrears for any course offered at Barry Tech, certification must be denied.	_____	_____
3. Is student's attendance record within acceptable levels? (Please attach copy of attendance roster as backup).	_____	_____
4. Did student provide Letters of Completion for all related courses in Certification Program (copies attached)?	_____	_____
5. Did student provide transcript from another institute for all related courses in Certificate Program (copy attached)?	_____	_____
6. Did student provide backup for Related Elective Credit in the workplace. (Original letter of employment on official stationary attached?)	_____	_____

Comments:

To the best of my knowledge, aforementioned student has satisfactorily completed the Certificate Program(s) indicated above.

Career Specialist _____ Date _____

Administrator _____ Date _____

Certificate #: _____

Date Awarded: _____



Adult Evening Program

Joseph M. Barry Career and Technical Education Center

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www.adultednassau.org