



Wharton County Junior College
Petition for Credit: Professional Licensure/Certification

DATE: _____

@ _____
WCJC Student ID **First Name** **Last Name**

WCJC Email: _____ **Student Major** _____

Telephone (Home): _____ **(Cell):** _____

This form, along with the copy of the professional licensure or certification must be received in the Office of Admissions and Registration in order to begin the review process. The forms will be forwarded to the appropriate department and/or division for review. Please allow up to 10 business days for processing a WCJC Petition for Credit: Professional Licensure/Certification form. Students will be notified via WCJC email concerning approval or denial of credit.

Credit for selected courses at Wharton County Junior College may be obtained by professional licensure/certifications in accordance with the following policies:

- Each student must satisfactorily complete all phases of the WCJC Admissions process for college credit.
- The student must be accepted into the program based on their declared college major that includes in the degree plan the college course(s) for which credit is requested.
- Credit by professional licensure/certification may not be acquired in courses in which the student is or has been enrolled for credit past the census date of each semester.
- College credit may be granted for certain professional licensure/certification if specific criteria are met (Licensed Vocational Nurse, Emergency Medical Technician, and Advanced Emergency Medical Technician).
- Documentation must be provided by the student (transcripts, license/certification, etc.) to demonstrate the licensure/certification is equivalent to specific credit coursework.
- No more than 25 percent of a WCJC award may be obtained through professional licensure/certification.
- Certain fees may apply.

Student's Signature _____

Type of Professional Licensure/Certification: _____

Courses Requested: _____

_____ **Credit can be awarded for the following course(s):**

_____ **Credit cannot be awarded for the following reason(s):**

_____ _____ _____ Date _____
 Approved Disapproved Program Director

_____ _____ _____ Date _____
 Approved Disapproved Division Chair

_____ _____ _____ Date _____
 Approved Disapproved Dean of Vocational Instruction

_____ _____ _____ Date _____
 Approved Disapproved Vice President of Instruction

_____ _____ Date _____
 Complete Office of Admissions and Registration

Processed by (OAR STAFF) _____

Term Code: _____

REVISED 6-15-18