

Napa Valley College
Administration of Justice
Application For Certificate of Completion

Napa Valley College awards a "Certificate of Completion" to all candidates who have completed the following with a grade of "C" or above:

1. One semester of residency work at Napa Valley College.
2. Have completed all of the coursework in one of the options described below (only one certificate is awarded in each option). **NOTE:** If a course is used from another college to meet a program requirement, that transcript **MUST** be on file in the Admissions and Records Office and evaluated by the evaluation technician before the certificate is awarded.

If you feel that you are qualified, you must complete this application and submit it to the Criminal Justice Training Center Administration Office, or, to the Administration of Justice Program Coordinator. Certificate recipients are eligible to receive their certificate at the Spring graduation ceremony. Certificates will be mailed to recipients who are not in attendance.

Applicant Information

Name _____ Social Security # _____
First Name, Middle Name, Last Name

Address _____
Street Number and Street Name City State Zip Code

Day Telephone _____ Dates of Attendance _____

Certificate Being Applied For: (See **Certificate Requirements Worksheet** requirements)

- | | |
|--|---|
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Paralegal |
| <input type="checkbox"/> Public Dispatch | <input type="checkbox"/> Wildlife Law Enforcement |

Signature _____ Date _____

For Office Use Only

Transcript Verification:

Approved for: Law Enforcement Paralegal
 Wildlife Law Enforcement Complaint Dispatch

By: _____ Date: _____

Napa Valley College
Administration of Justice
Certificate Options Worksheet

The following certificate options are available by approval of the Administration of Justice Coordinator. Contact the Director of the Criminal Justice Training Center for information about all courses that are designated CJT or PLEG

LAW ENFORCEMENT

	<u>COURSE</u>	<u>Sem.</u>	<u>Completed</u>	<u>Grade</u>
ADMJ 143	Crime Scene Investigations	_____	_____	_____
ADMJ 127	Crime and the Media	_____	_____	_____
ADMJ 154	Criminology	_____	_____	_____
ADMJ 124	Principles of Investigation	_____	_____	_____
ADMJ 190-291	Community Service Internships	_____	_____	_____
(See Current NVC Catalog under Occupational Education for unit requirements)				
	<i>Or</i>			
CJT200	-Basic Police Academy	_____	_____	_____
	<i>Or</i>			
CJT203	- Module Three	_____	_____	_____
CJT204	- Module Two	_____	_____	_____
CJT205	- Module One	_____	_____	_____
	<i>Or</i>			
CJT202	Fish and Game Academy	_____	_____	_____

WILDLIFE LAW ENFORCEMENT

ADMJ 260	Wildlife Law Enforcement I	_____	_____	_____
	<i>And</i>			
ADMJ 261	Wildlife Law Enforcement II	_____	_____	_____
	<i>Or</i>			
CJT 202	Fish and Game Academy	_____	_____	_____

PARALEGAL

PLEG270	- Introduction to Law	_____	_____	_____
PLEG271	- Research and Writing I	_____	_____	_____
PLEG272	- Research and Writing II	_____	_____	_____
PLEG273	- Civil Procedures I	_____	_____	_____
PLEG277	- Torts	_____	_____	_____
PLEG278	- Civil Procedures II	_____	_____	_____
	<i>And any four of the following courses:</i>			
PLEG274	- Contract	_____	_____	_____
PLEG275	- Wills, Trusts and Probate	_____	_____	_____
PLEG276	- Family Law	_____	_____	_____
PLEG279	- Environmental Law	_____	_____	_____
ADMJ121	- Criminal Law	_____	_____	_____
ADMJ122	- Criminal Procedures	_____	_____	_____
ADMJ125	- Introduction to Evidence	_____	_____	_____
ADMJ190	- Student Internship	_____	_____	_____
BUS103	- Business Law	_____	_____	_____

* Other special courses, such as PLEG298, 300 and 301, may be submitted for consideration as an elective in lieu of a course listed above. (See back for Complaint Dispatch Certificate) ⇌

COMPLAINT DISPATCH

		<u>Sem. Completed</u>	<u>Grade</u>
CJT 296	Complaint Dispatch Course	_____	_____

And 3 units from the following courses

CISA 170	Keyboarding	_____	_____
COMS 110	Introduction to Microcomputers	_____	_____
CISA 160	Beginning Database	_____	_____
CISA 165	Beginning Spreadsheets	_____	_____
CISA 186	Beginning Word Processing	_____	_____

And

2 units of Physical Education/Health	_____	_____
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And 6 units from the following courses

ADMJ 121	Introduction to Criminal Law	_____	_____
ADMJ 122	Criminal Procedures	_____	_____
ADMJ 123	Community Policing	_____	_____
CJT 302	Advanced Law Enforcement Skills	_____	_____