# APPLICATION FOR CERTIFICATE
# RECORDS & INFORMATION MANAGEMENT SPECIALIST (TC-106-5)

Student Name: _____ Social Security # :_____

Address: _____ Student ID # : _____

Student Signature: _____ Application Date: _____

***Instructions:*** Enter the date completed and final grade for courses taken at Chippewa Valley Technical College. Contact the Registrar if you are receiving transfer credit, or proficiency exam credit. Take the completed form to the Information Service Center, Room 113, Clairemont Campus. Your application will be reviewed and a certificate will be mailed to you when an audit has been completed and your eligibility has been determined. Be sure to give your **current** address.

| COURSES REQUIRED | | CREDITS | DATE COMPLETED | FINAL GRADE | COURSE SUBSTITUTE APPROVED | CREDIT BY PROFICIENCY EXAM | CREDIT BY TRANSFER/ TECH. PREP. |
|---|---|---|---|---|---|---|---|
| 176-105 | Foundations of RIM | 3 | | | | | |
| 176-108 | RIM Fundamentals | 3 | | | | | |
| 176-111 | Records Classification Systems | 3 | | | | | |
| 176-121 | Records and Info. Technology | 3 | | | | | |
| 176-140 | RIM Applications | 3 | | | | | |
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| | **TOTAL CREDITS** | **15** | | | | | |

Rev. 4/05

----------SIGNATURES----------

| ***FOR INSTRUCTOR AND REGISTRAR USE ONLY*** | YES/NO | INSTRUCTOR | REGISTRAR |
|---|---|---|---|
| 1) GPA = at least 2.0 | | | |
| 2) At least credits (50%) from courses taken at CVTC? | | | |
| 3) Approval forms completed and attached for each substitute course? | | | |
| 4) Reviewed and approved by Registrar? | | | |