

Process for Employment Concentration Certificates (ECCs)

Mt. San Jacinto College offers locally approved certificates of completion in the form of Employment Concentration Certificates (ECCs) in a variety of subject areas for students to pursue. One advantage of starting with Employment Concentration Certificates is the ability to begin working in a job related to long-term career interests, while continuing further coursework toward a full certificate or degree.

This is the process and requirements for awarding Employment Concentration Certificates.

- All required coursework for the ECC must be completed within **four years** of the date of application with a minimum grade point average (GPA) of 2.0. *Each Department has the discretion to specify the length of time allowed for completion of coursework.*
- Employment Concentration Certificates are ***not*** issued when ***all*** the coursework in the pattern is achieved by transferred credit completed at another institution, although ***some*** courses in the pattern may be accepted as transferred credit, the majority of the credits considered must be achieved at Mt. San Jacinto College.
- Employment Concentrations are a locally approved certificate. They are not noted on the student's transcript, and they are not included in recognition at graduation since they fall below the mandated minimum 18 units for State Approved Certificates.
- Catalog Rights: Anytime there is a break in attendance, the student surrenders rights under previous catalogs, and must meet the requirements in effect when the student re-enters.
- Students must apply for the Employment Concentration Certificate by completing the appropriate concentration application and submitting it to requestecc@msjc.edu. ECC applications are processed and mailed quarterly.

Applications can be downloaded from the MSJC Career Education website www.msjc.edu/careereducation. When all class requirements have been met, submit the completed application to requestecc@msjc.edu.

Employment Concentration Certificates will only be granted by the Provost of Instruction, or designee, after the student has satisfactorily completed the required units of course work at Mt. San Jacinto College.