

ADMINISTRATION OF JUSTICE CERTIFICATE REQUIREMENTS

Students may obtain one or more optional Verification of Completion certificates in the following Administration of Justice areas. Students **must complete** the list of courses below at Cerritos College prior to petitioning for Verification of Completion certificates. Verification of Completion certificates do not appear on transcripts; they are awarded only by our Administration of Justice Program, not Cerritos College. The required courses are outlined below:

Optional Administration of Justice Specialty Verification of Completion

ESSENTIALS 1		<u>UNITS</u>
AJ 101	Intro to Administration of Justice	3.0
AJ 107	Intro to Corrections, Probation, and Parole	3.0
AJ 102	Concepts of Criminal Law	3.0
ESSENTIALS 2		
AJ 110	Patrol Procedures	3.0
AJ 220	Criminal Investigation	3.0
AJ 113	Report Writing	3.0
ESSENTIALS 3		
AJ 105	Community Relations	3.0
AJ 104	Criminal Evidence	3.0
AJ 202	Substantive Law	3.0

Note: AJ Specialty Verifications are optional, as such are not included on students' transcripts

CERRITOS COLLEGE ADMINISTRATION OF JUSTICE PROGRAM

SPECIALTY VERIFICATION OF COMPLETION APPLICATION FORM

Instructions for completing application:

1. Provide the information as requested below.
2. Insert the AJ Specialty for which you are seeking Verification of Completion. A list of specialties and the requirements are on the reverse side of this form. Submit a separate application for each Verification of Completion certificate sought.
3. Attach a copy of your unofficial transcript, highlighting the courses which meet the specialty requirements. All three courses must have been completed with a "C" grade or higher.
4. Sign where indicated below.
5. Submit the complete application to the Department Chair.

Student Name: _____ ID Number: _____

Address: _____

Phone Number: _____ Email: _____

Specialty for which Completion certificate sought: _____

Do you wish to pick up when ready or should we mail it to you? _____

Course Name & Number	Semester Completed	Grade

I state that the above information is true and correct, and the attached transcript(s) accurately represent the credit earned and grade received in the required courses.

Student Signature _____ Date _____

Administration of Justice Chair Signature _____ Date _____