



WAFC Retail Management Certificate

ADVANCING THE FOOD INDUSTRY
THROUGH EDUCATION AND LEADERSHIP

WAFC Partner Application for Industry Certification - Page 1

Student completes the highlighted sections below:

Name: _____ Employee I.D. _____

Home Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Email Address: _____

Employer: _____ Store/Facility #: _____ Hire date: _____

Position held: _____ Immediate Supervisor: _____

By checking this box, I confirm completion of the [RMC Graduate Survey](#) as requested below.

Instructions to applicant:

Note: You are applying for the Industry Certification in Retail Management (WAFC). This credential is only available to students who have successfully completed the Retail Management Certificate program through a WAFC-approved community college. You will need to involve the Retail Management Certificate representative from Cerritos Community College to ensure your coursework is approved.

1. Contact your Community College to apply for the college-issued certificate (approved by WAFC).
2. Complete the Retail Management Certificate Graduate Survey (Website link below).
<https://retailmanagementcertificate.com/for-graduates/take-graduate-survey/>
3. Complete both pages of this certificate application.
4. Provide verification that all classes taken were WAFC-approved and were completed with a grade of "C-" or better using one of the two options listed below:
 - Option A: Legibly fill-in course information on Page 2 and acquire the signature of the RMC Program faculty/advisor at the approved college you attended.
 - Option B: Provide a copy of your College Retail Management Certificate along with an official copy of your college transcript.
5. Submit the completed application and documentation to your Human Resources Department for approval and issuance of the WAFC Certificate. *We recommend retaining copies of all documents for your records.*

Instructions for Company RMC Coordinator/Human Resources:

Company RMC Coordinator's signature below confirms:

1. The application and documentation provided (certificate & transcripts, if applicable) have been reviewed.
2. The applicant has successfully completed the WAFC Retail Management Certificate coursework with a passing grade of "C-" or better.
3. The applicant has completed the WAFC Graduate Survey.

RMC Coordinator's Signature: _____ Date: _____
(WAFC APPROVES WET OR ELECTRONIC SIGNATURE.)

RMC Coordinator's Title: _____ For: _____
(COMPANY NAME)

To Process from company HR Department to WAFC:

1. Submit an electronic copy of this application and its attachments to the WAFC at RMCgrads@wafc.com, AND RMC@wafc.com for final approval of new graduate. *Maintain the original in your HR Department for your records.*
2. Upon WAFC approval of application, plan a recognition event to present certificate.



WAFC Retail Management Certificate

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WAFC Partner Application for Industry Certification - Page 2

Student completes the highlighted sections below:

WAFC Generic Course Title:	Top line: Name of College Attended	Grade Rec'd	Semester/Year Completed
	Bottom: Corresponding Course# & Title		
1. Human Relations in Business (or Organizational Behavior)	Cerritos College		
	BA 107 - Human Relations in Business		
2. Business Technology (Computer Applications)	Cerritos College		
	BA 132 - Computer Applications for Managers		
3. Business Communication* (Oral/Written/presentation skills combined)	Cerritos College		
	BA 156 - Motivational Presentation Skills for Mgrs		
4. Principles of Management	Cerritos College		
	BA 115 - Management of Business		
5. Principles of Marketing	Cerritos College		
	BA 114 - Marketing		
6. Human Resources Management	Cerritos College		
	BA 106 - Human Resource Management		
7. Financial Management/Budgeting*	Cerritos College		
	BA 120 - Mgt-Acct and Internal Control		
8. Retail Management (Capstone Project Course)	Cerritos College		
	BA 118 - Retail Management		

*Students who started the program prior to 2013 may complete the Business Communication requirement with a combination of Oral/Written Communications. These students may also complete the Financial Management requirement with a combination of Business Math and Accounting.

My (wet or electronic) signature below confirms that the detail regarding the coursework (listed above) is accurate. If needed to prove course and grade accuracy (per instruction #4), I have attached the college certificate and appropriate college transcripts.

Student: _____
(PLEASE PRINT OR TYPE NAME HERE)

Signature: _____ Date: _____
(WAFC APPROVES WET OR ELECTRONIC SIGNATURE.)

TO BE COMPLETED BY COLLEGE REPRESENTATIVE

The above-named student has completed the courses listed above with a passing grade of "C" or better. Further, I have confirmed that, to the best of my knowledge, the outcomes for each course are at least a 70% match to the WAFC required course outcomes.

College Rep's Name/Title: _____ of: Cerritos College
(PLEASE PRINT OR TYPE NAME/TITLE HERE) (COLLEGE NAME)

Signature: _____ Phone #: _____ Date: _____
(WAFC APPROVES WET OR ELECTRONIC SIGNATURE.)

Student completes the highlighted sections below:

CERRITOS COLLEGE



Petition for Certificate of Achievement

Student ID Number

Retail Management Certificate

Semester

Year

Academic Plan / Major

PRINT NAME CLEARLY & EXACTLY AS IT IS TO APPEAR ON THE DIPLOMA

First Name

Middle Name

Last Name

Email Address: _____ @ _____ Message Phone: _____

Student Signature: _____ Date _____ Date of Birth: ____/____/____

List of other colleges attended: _____

Do NOT write below this line (STAFF USE ONLY)

Subject Requirements Still to be Met:

<u>Course Name</u>	<u>Units in Progress</u>	<u>Incomplete Units</u>
Total Units		

Comments:

Academic Plan (Major Code)

Major

Catalog Year:

Units & Grade Summary:

<u>SEMESTER ENDING</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>GPA</u>

Comments:

Evaluator Signature: _____ Date : _____

A & R Staff Use Only

- Degree Name
- Pending
- Certificate Posted
- Matriculated
- Postcard Sent
- Certificate Mailed ____/____/____

Status of Petition: Approved Denied Withdrawn

Graduation Evaluator

Date

Student completes the highlighted sections below:

CERRITOS COLLEGE



Petition for Certificate of Achievement

Student ID Number _____

Business Essentials Certificate

Semester _____

Year _____

Academic Plan / Major _____

PRINT NAME CLEARLY & EXACTLY AS IT IS TO APPEAR ON THE DIPLOMA

First Name

Middle Name

Last Name

Email Address: _____ @ _____ Message Phone: _____

Student Signature: _____ Date _____ Date of Birth: ____/____/____

List of other colleges attended: _____

Do NOT write below this line (STAFF USE ONLY)

Subject Requirements Still to be Met:

<u>Course Name</u>	<u>Units in Progress</u>	<u>Incomplete Units</u>
Total Units		

Comments:

Academic Plan (Major Code)

Major _____ Catalog Year: _____

Units & Grade Summary:

<u>SEMESTER ENDING</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>GPA</u>

Comments:

Evaluator Signature: _____ Date: _____

A & R Staff Use Only

- Degree Name
- Pending
- Certificate Posted
- Matriculated
- Postcard Sent
- Certificate Mailed ____/____/____

Status of Petition: Approved Denied Withdrawn

Graduation Evaluator

Date