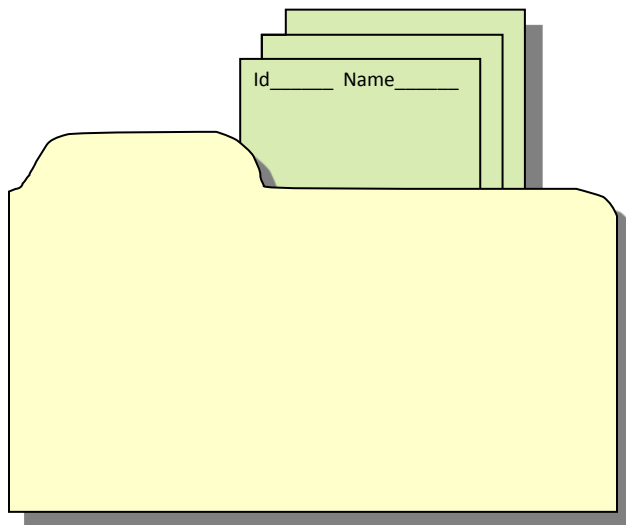


Certification Intake

- ALL students must fill out **Request for Active Ed Benefits Form a.k.a. cover sheet** (including Mt. SAC ID) and bring in copy of **receipt/schedule** for the term.
- ONLY classes that will be certified are ones that are on current ED PLAN
 - If classes do not match, make sure to tell them that they **CANNOT be certified for those classes** and to **make an appointment with their counselor**.
- If they are bringing in a **NEW ED PLAN**, make sure that these are included **MAJOR, EDUCATIONAL GOAL**, (i.e. A.S., certificate, transfer etc.) **Counselor Signature, and VETERAN STATEMENT**.
 - If any or all of these **are not included**, student must make an appointment with their counselor for an updated ed plan.
- Once everything is complete and collected, **place the cover sheet and receipt perpendicular in the folder** so that the name can be read when folder is closed.
 - Put folder in back of the **“Awaiting to be processed bin”**



Order of Documents:

1. Request for Active Educational Benefits
2. Receipt
3. Ed Plan (if required)

❖ If any questions on any of this, ASK

