

Process for Employment Concentration Certificates (ECCs)

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

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

- All coursework required 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 a shorter timeframe for completion.*
- ECCs are not issued if all coursework in the pattern is completed through transferred credit from another institution. While some courses may be accepted as transfer credit, the majority of the required credits must be completed at Mt. San Jacinto College.
- Employment Concentrations are locally approved certificates. They are not noted on the student's transcript and are not recognized at graduation, as they fall below the mandated 18-unit minimum for state-approved certificates.
- **Catalog Rights:** If there is a break in attendance, the student forfeits rights under previous catalogs and must meet the requirements in effect upon re-entry.
- Students must apply for the Employment Concentration Certificate by completing the appropriate ECC application and submitting it to requestecc@msjc.edu. ECC applications are processed and mailed on a quarterly basis.

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

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