



Dear Interested Student:

Enclosed are the materials you requested regarding **UC Davis Extension's Customized Certificate Program**, including the:

- Customized Certificate Program fact sheet
- Application
- Proposed Course of Study form

If you requested additional information about specific certificate programs, you will also find enclosed one or more program fact sheets. If you did not request this information initially and would like to receive written information about specific certificate programs, please call our Student Services office at (800) 752-0881. From Davis, Dixon or Woodland, please call (530) 757-8777.

If, after reviewing the certificate program materials, you have questions about the Customized Certificate Program, please feel free to contact the Student Services office.

Sincerely,

Student Services Staff

Enclosures/Attachments (4)



# *Customized Certificate Program*

## **Customize Your Learning Experience**

You can now create your own unique certificate program by combining courses from more than one certificate program. When you design your own program, you will combine different subject areas to produce a certificate program to meet your career goals. The Customized Certificate Program coordinator is available to help you work out the details of your program. While you may combine up to three subject areas to create your certificate program, we strongly recommend only two.

## **Designing Your Program**

You can design your Customized Certificate Program by evenly dividing your required core courses between the subject areas. Then choose elective courses between the standard certificate programs to complete your program.

## **Program Requirements**

- Hours of instruction: The minimum number of hours required to complete a UC Davis Extension Customized Certificate Program is 210 hours (21 units).
- Program cost: The average cost to complete a Customized Certificate Program is about \$3,200-\$7,700 excluding books and other materials. You will be required to pay a one-time administrative application fee of \$45 before enrolling in your customized program.
- Previous classes: You may take up to three classes in a certificate series before requesting to create a Customized Certificate Program.
- Time to completion: This will depend upon the availability of courses that comprise your certificate program. On average, it will take about two years if you take one course per quarter. You will have up to five years to complete your program, including those classes taken prior to application for the program.

## **How to Proceed**

- Fill out an Application and a Proposed Customized Certificate Program form
- Submit the application form, with the completed Proposed Customized Certificate Program form and your \$45 administrative application fee to the Customized Certificate Program coordinator. You will be advised within two weeks of submitting your completed application package whether your course of study has been approved.

The final decision on the design of all Customized Certificate Programs is made by UC Davis Extension.

**Questions?** Contact the Customized Certificate Program coordinator at (800) 752-0881. From Davis, Dixon or Woodland, please call (530) 757-8777. You may also check our Web site at [www.extension.ucdavis.edu](http://www.extension.ucdavis.edu) or send email to [custom@unexmail.ucdavis.edu](mailto:custom@unexmail.ucdavis.edu).



# Customized Certificate Program Application

UC Davis Extension Certificate Programs are open to anyone who can benefit from university-level study. Admission requirements to the Customized Certificate Program include the following:

- Completion of this application form
- Submission of the Proposed Course of Study
- Approval of the Course of Study by the designated representatives
- Payment of the \$45 nonrefundable application fee

You are not required to hold a degree. The information requested on the application regarding education and work experience is confidential and for official use only.

## Procedure

Complete this application form and the Proposed Course of Study form and return them with your \$45 nonrefundable application fee to:

UC Davis Extension  
Student Services  
University of California  
1333 Research Park Drive  
Davis, CA 95618-4852

## If you have questions

Please call our Student Services office at (800) 752-0881. Or send an email to [extension@ucdavis.edu](mailto:extension@ucdavis.edu).

Date \_\_\_\_\_

## General information

Please complete this form online and print out.

\_\_\_\_\_  
Name (as it should appear on your certificate)

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home phone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Extension student ID number

## Professional information

\_\_\_\_\_  
Current title or position

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Company address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Business phone number Fax number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Organization's primary activity

Is your employer covering  all  part  none of your course fees?

**UC Davis Extension Customized Certificate Program Application**

Please provide a brief description of your current responsibilities. (Please attach additional pages as needed)

Do you belong to any professional trade organizations? (Please specify. No acronyms please.)

How do you plan to utilize the skills you will acquire through this Certificate Program? (Please attach additional pages as needed.)

**Education**

\_\_\_\_\_  
High school City/State

\_\_\_\_\_  
Degree and date of degree

\_\_\_\_\_  
College

\_\_\_\_\_  
Area of study

\_\_\_\_\_  
Degree and date of degree

\_\_\_\_\_  
Graduate school

\_\_\_\_\_  
Degree and date of degree

\_\_\_\_\_  
Other relevant education:

**Application fee**

My \$45 check, payable to UC Regents, is enclosed.

Please bill my:

Visa

MasterCard

Discover

American Express

\_\_\_\_\_  
Account number

\_\_\_\_\_  
Name of cardholder

\_\_\_\_\_  
Expiration date (mm/dd/year)

Credit card verification number \_\_\_\_\_ The CCV is the last three digits of the number printed on the back of your credit card (for American Express it is the last four digits of the number printed on the front).

\_\_\_\_\_  
Signature Date

**Please note:** For security purposes, we can no longer accept credit card payments via fax.

**Please mail this application to:**

UC Davis Extension  
Student Services  
University of California  
1333 Research Park Drive  
Davis, CA 95618-4852



Customized Certificate Program Proposed Course of Study

Name Extension student ID number Address City State Zip Daytime phone Evening phone Email

Core required courses in both subject areas, as evenly divided between the two subjects as possible with flexibility in choosing the elective courses to complete the program.

Subject area #1:

Table with 2 columns: Required courses, Units. Rows 1-5.

Subject area #2:

Table with 2 columns: Required courses, Units. Rows 1-5.

Subject area #3:

Table with 2 columns: Required courses, Units. Rows 1-5.