



CentreREADY Certification Application for South Hills School of Business & Technology

Student Applicant: _____

Student Major: _____

Student Email: (not South Hills) _____

Student Cell Phone Number: _____

Student Signature: _____

To evidence student achievement of the 6 employer identified worker traits, a South Hills student must complete the following:

Work Ethic (Complete at least 3)

1. Verification of acceptable attendance at school for 3 consecutive terms.

Signature of Advisor Date: _____

2. Have Academic Affairs verify within your major that you have successfully completed all assignments for the class on time with a minimum of B- (2.7) or better.

Course	Signature of Academic Affairs Officer	Date
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Course	Signature of Academic Affairs Officer	Date
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Course	Signature of Academic Affairs Officer	Date
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Course	Signature of Academic Affairs Office	Date
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3. Work a part time job for a minimum of 15 hrs. /wk. while maintaining a B- (2.7) or better grade average for a minimum of 3 terms.

Employer Signature	Student Signature	Date
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4. (**Required**) Anticipate graduate with a GPA of B- (2.7) or better.

Signature of Academic Affairs Officer Date: _____



Tactfulness/Manners (Complete at least 2)

1. Achieve a final grade of B- (2.7) or better in Professional Development or Patient Care.

Signature of Academic Affairs Officer Date: _____

2. (**Required**) Advisor or Program Coordinator attest to your ability to be pleasant and nice to others.

Signature of Advisor or Program Coordinator Date: _____

3. Achieve a final grade of B- (2.7) or better in Human Relations in the Workplace.

Signature of Instructor or Academic Affairs Officer Date: _____

Team Work (Complete at least 1)

1. Participate in team experiences in class. Have a department head attest to your effectiveness.

Signature of Department Head _____
Experience _____
Date

2. Participate in a club or professional organization and have your faculty club advisor attest to your effective teamwork skills.

Club Name _____
Advisor Signature _____
Date

3. Be an officer in a club and have your faculty club advisor attest to your effective teamwork skills.

Club Name _____
Office Held

Advisor Signature _____
Academic Year

Communications (Complete at least 3)

1. Achieve a final grade of B- (2.7) or better in Business English I & II or Business English Essentials.

Signature of Academic Affairs Officer Date: _____

2. Achieve a final grade of B- (2.7) or better in Oral Business Communications or Oral Presentation Skills or Technical Presentations.

Signature of Academic Affairs Officer Date: _____



3. Be a presenter in a group project report and have your advisor attest to the effectiveness of your presentation.

<i>Project Report</i>	<i>Signature of Advisor</i>	<i>Date</i>
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Critical Thinking/Problem Solving

Achieve a final grade of B- (2.7) or better in one of the following classes:
 AMA Capstone Project, Integrated Microsoft Office, Auditing, The Business Plan, Criminal Justice Capstone Project, Law and Ethics in Sonography, Engineering Technology Project, Print Portfolio, Principles of Supervision, Project Management, Medical or Medical Seminar

<i>Signature of Academic Affairs Officer</i>	Date: _____
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Understanding Supervision/World of Work (Complete both)

1. Achieve a mid-term grade of B- (2.7) or better in Career Preparation, Professional Development for the Sonographer I and II, IT Career and Certification Preparation or Career Preparation for HIT.

<i>Signature of Instructor or Academic Affairs Officer</i>	Date: _____
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2. Achieve a final grade of B- (2.7) or better and at least acceptable attendance on your Internship.

<i>Signature of Instructor</i>	Date: _____
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