



Prairie State College

Completion of Vocational Certificate

Questions & Answers

How to Order a Certificate

1. Download the transcript request form from prairiestate.edu/admissions/formfiles/transcript.pdf.
2. Complete the form with the necessary information.
3. Return the completed transcript request form to the Office of Enrollment Services.
4. Check to make sure all needed grades appear on your transcript.
5. Download the Non-Credit Vocational Certificate Request Form from <http://prairiestate.edu/ced/vocationalcertrqst.pdf>
6. Complete the form with the necessary information and submit it along with your unofficial transcript to the Office of Enrollment Services.
7. The Office of Enrollment Services will forward your information to the Matteson Area Center. Your certificate will be mailed to you within 10 business days.

How to Order Real Estate or Home Inspection Transcripts

Note: Transcripts are needed to take state licensing tests. You must submit transcripts unopened for them to remain official.

1. Download the transcript request form from prairiestate.edu/admissions/formfiles/transcript.pdf.
2. Complete the form with the necessary information. Make sure you mark the appropriate box: Real Estate Appraisal, Home Inspection, or Real Estate Transaction.
3. Return the completed transcript request form to the Office of Enrollment Services.
4. Check to make sure all needed grades appear on your transcript.

Note:

- For transcripts, please allow three to five days for internal processing.
- Transcript requests received after 2 p.m. will not be processed until the next business day.
- Transcript request forms will be processed after all financial account balances are cleared.