

# WAFC Retail Management Certificate

## WAFC Partner Application for Industry Certification

Name: \_\_\_\_\_ Employee I.D. \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Store/Facility #: \_\_\_\_\_ Hire date: \_\_\_\_\_

Position held: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

☐ By checking this box, I confirm completion of the [RMC Graduate Survey](#) as requested below.

### Instructions to applicant:

**Note:** You are applying for the Industry Certification in Retail Management (WAFC). This credential is only available to students who have successfully completed the Retail Management Certificate program through a WAFC-approved community college. You will need to involve the Retail Management Certificate representative from your Community College to ensure your coursework is approved.

1. Contact your Community College to apply for the college-issued certificate (approved by WAFC).
2. Complete the Retail Management Certificate Graduate Survey (Website link below).  
<https://retailmanagementcertificate.com/for-graduates/take-graduate-survey/>
3. Complete both pages of this certificate application.
4. Provide verification that all classes taken were WAFC-approved and were completed with a grade of "C-" or better using one of the two options listed below:
  - Option A: Legibly fill-in course information on Page 2 and acquire the signature of the RMC Program faculty/advisor at the approved college you attended.
  - Option B: Provide a copy of your College Retail Management Certificate along with an official copy of your college transcript.
5. Submit the completed application and documentation to your Human Resources Department for approval and issuance of the WAFC Certificate. *We recommend retaining copies of all documents for your records.*

### Instructions to Human Resources:

*Your signature below confirms you have:*

1. Reviewed the application and documentation provided (certificate & transcripts, if applicable).
2. Verified the applicant has successfully completed the WAFC Retail Management Certificate coursework with a passing grade of "C-" or better.
3. Verified the applicant has completed the WAFC Graduate Survey.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(WAFC APPROVES WET OR ELECTRONIC SIGNATURE.)

Title: \_\_\_\_\_ For: \_\_\_\_\_  
(COMPANY NAME)

*To Process from company HR Department to WAFC:*

1. Submit an electronic copy of this application and its attachments to the WAFC at [RMCgrads@wafc.com](mailto:RMCgrads@wafc.com), AND [RMC@wafc.com](mailto:RMC@wafc.com) for final approval of new graduate. *Maintain the original in your HR Department for your records.*
2. Upon WAFC approval of application, plan a recognition event to present certificate.

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TO BE COMPLETED BY STUDENT, or COLLEGE, or HR DEPARTMENT:

| WAFC Generic Course Title:  | Top line: Name of College Attended                 | Grade Rec'd | Semester/Year Completed |
|---|--|-------------|-------------------------|
|   | Bottom: Corresponding Course# & Title              |             |                         |
| 1. Human Relations in Business<br>(or Organizational Behavior)            | BA 107 - Human Relations in Business               |             |                         |
| 2. Business Technology<br>(Computer Applications)                         | BA 132 - Computer Applications for Managers        |             |                         |
| 3. Business Communication*<br>(Oral/Written/presentation skills combined) | BA 156 - Motivational Presentation Skills for Mgrs |             |                         |
| 4. Principles of Management   | BA 115 - Management of Business                    |             |                         |
| 5. Principles of Marketing  | BA 114 - Marketing                                 |             |                         |
| 6. Human Resources Management   | BA 106 - Human Resource Management                 |             |                         |
| 7. Financial Management/Budgeting*  | BA 120 - Mgt-Acct and Internal Control             |             |                         |
| 8. Retail Management<br>(Capstone Project Course)                         | BA 118 - Retail Management                         |             |                         |

\*Students who started the program prior to 2013 may complete the Business Communication requirement with a combination of Oral/Written Communications. These students may also complete the Financial Management requirement with a combination of Business Math and Accounting.

*My (wet or electronic) signature below confirms that the detail regarding the coursework (listed above) is accurate. If needed to prove course and grade accuracy (per instruction #4), I have attached the college certificate and appropriate college transcripts.*

Student: \_\_\_\_\_  
(PLEASE PRINT OR TYPE NAME HERE)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(WAFC APPROVES WET OR ELECTRONIC SIGNATURE.)

### TO BE COMPLETED BY COLLEGE REPRESENTATIVE

*The above-named student has completed the courses listed above with a passing grade of "C" or better. Further, I have confirmed that, to the best of my knowledge, the outcomes for each course are at least a 70% match to the WAFC required course outcomes.*

College Rep's Name/Title: \_\_\_\_\_ of: Cerritos College  
(PLEASE PRINT OR TYPE NAME/TITLE HERE) (COLLEGE NAME)

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_  
(WAFC APPROVES WET OR ELECTRONIC SIGNATURE.)