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MEMO

To: Consortium Instructors

From: Jennifer Perry, CTEIS Specialist

Cc: Mary Brockschmidt, Director, Downriver Career Technical Consortium

Date: April 15, 2013

Re: Certificate of Completion

Please note that **Certificates of Completion** are to be awarded to **COMPLETERS**, only. In order to receive the Certificate of Completion, a student must have **completed all 12 segments and must have received a "C" or higher for each Trimester/Semester.**

Also, please make a photocopy front and back of the gray Certificates of Completion and return them to the DCTC office prior to year end check-out. Return the photocopied Certificates of Completion to Claudia Zichichi.

Thank you for your assistance in this matter and please feel free to contact our office if you have any questions regarding this certificate policy.

JHP