

Prior Learning Assessment Documentation Guide

Please refer to this form to understand what is required for each type of submission to assess prior learning credits.

Your Submission Type	Supporting Documentation	Documentation Of Contact Hours	Documentation Of Content	Other Requirements
<p>Sponsored Professional Training</p> <p>Formal structured coursework taken in a non-collegiate setting; standardized training and national certificate programs such as continuing education, workshops, in-services, and corporate training</p>	<p>Evidence of successful completion such as:</p> <ul style="list-style-type: none"> • Certificate • Employee Training Record • Transcript • Letter on company letterhead signed by appropriate official 	<p>Number of contact hours (how long you were in class) must be listed for each training topic or course</p> <p>Note: <i>Continuing Education Units (CEU) are not standard units; therefore, documentation of actual clock hours or definition of CEU conversion is required.</i></p>	<p>Evidence of training content such as:</p> <ul style="list-style-type: none"> • Syllabus • Course description • Training agenda • Training Manual table of contents 	<p>Credit Rationale Paper (one page)</p> <p>Contact information (phone and/or email) for training instructor or work supervisor</p> <p>Fee of \$30 per credit hour assessed</p>
<p>Experiential Essays</p> <p>Reflective paper that demonstrates understanding of the experiential learning process by aligning personal experience with the learning outcomes of a college course</p>	<p>Physical evidence of the learning (artifact) such as:</p> <ul style="list-style-type: none"> • Work Samples • Business plan • Publications • Job Performance Reports • Photographs • Powerpoint presentations • Validation of the experience by an appropriate official 	<p>At least one year of experience related to the experiential essay topic</p>	<p>Selection of a 3 credit matching course from an accredited post-secondary institution including:</p> <ul style="list-style-type: none"> • Specific course description • Course learning outcomes or objectives • Name and location of institution 	<p>Successful completion of the EXP 200 course</p> <p>Experiential Essay (12 to 15 pages)</p> <p>Fee of \$125 per essay assessed</p>
<p>Non-accredited Institutions</p> <p>or</p> <p>Non-transferable credits</p>	<p>Unofficial transcript</p>	<p>Classroom hours must be detailed on letter from Registrar if not evident on transcript or in catalog</p> <p>Note: <i>Credits on transcript are generally not acceptable for proof of hours</i></p>	<p>Course descriptions from the catalog</p>	<p>Credit Rationale Paper (one page)</p> <p>Fee of \$30 per credit hour assessed</p>