

Academic Credit for Prior Learning

STUDENT:

1. Arrange your prior learning assessment with the program/course faculty.
 - For a list of common course assessments and faculty contact information, go to www.cptc.edu/pla.
2. Complete the student portion of the Request for Academic Credit for Prior Learning Form.
3. Pay the non-refundable assessment fee at the Cashier's Office, building 17, Lakewood Campus.
 - Fee is \$75 per course as listed on the form.
4. Provide your form **and** payment receipt to the faculty prior to the day of your assessment. The faculty will enter your assessment information on the form and submit the form for processing.
5. An email confirmation will be sent to your student email account when the request has been processed.

FACULTY:

1. After the assessment, complete the faculty portion of the Request for Academic Credit for Prior Learning Form and forward both the completed form **and** the payment receipt to the Enrollment Services Office or email to evaluator@cptc.edu.

IMPORTANT:

- Enrollment Services will not accept ACPL forms directly from the student.
- ACPL will not be processed without the payment receipt.



REQUEST FOR ACADEMIC CREDIT for PRIOR LEARNING

ctcLink ID: _____

Request Date: _____

Student Name (Please Print): _____
Last Name First Name Initial

Program Title: _____ Faculty Name: _____

STUDENT: Complete your information above, and boxes 1, 2, & signature below; listing all courses for which you are requesting credit. Prior learning credit earned through Portfolio Review awarded will not exceed 15% of the total program credits needed for graduation. Fee: \$75 per course listed below.

FACULTY: Complete boxes 3, 4, 5, 6, & signature below. Forward completed form & payment receipt to the Enrollment Services Office or email to evaluator@cptc.edu.

1 Course ID	2 Course Title	3 Credits	4 Alpha Grade	5 Assessment Method <small>*see key below</small>	6 Comments	Office Use Date Credits Posted To Transcript

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

* Prior Learning Assessment Methods

1. Course Challenge Exam
2. Individual Industry Certification
3. Occupational Crosswalk (e.g. Military)
4. Portfolio Review
5. Observation of Skill Demonstrated
6. American Council on Education Guides
7. Other (Please Describe)

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