Prior Learning Assessment (PLA)

STUDENT HANDBOOK AND ADMINISTRATOR'S GUIDE

CENTRAL GEORGIA TECHNICAL COLLEGE

A Unit of the Technical College System of Georgia

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Student Handbook

PRIOR LEARNING ASSESSMENT (PLA)

Students will use the information in this section of the PLA Manual to request prior learning assessment credit.

Introduction

Prior Learning Assessment (PLA) is a pathway for assessing learning gained outside of a traditional academic environment. This could be learning acquired through military training, employment, volunteer experience, corporate training, independent study, non-transferable credit courses, or other relevant experience. Through PLA, faculty subject matter experts evaluate how prior experiences might translate to college-level knowledge, and how that knowledge might equate to college credit. PLA can save students time and money because they may not be required to take classes for material that has already been mastered. This manual provides instructions on how students may apply for PLA and provides an overview of the responsibilities of all parties in awarding academic course credit through PLA.

Ways to Earn PLA Credit at CGTC

Military Training

CGTC is committed to ensuring military service members and veterans receive credit for college-level knowledge gained through service to our country. American Council on Education (ACE) recommendations are used to evaluate military training experiences for college credit. The PLA processing fee plus $10 awarded credit hour fee will be waived for evaluation of military training experiences for college credit.

Credit by Competency Exam

CGTC may accept scores from nationally-standardized tests such as the College-Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES DSST), or from CGTC's Credit by competency exam (CBE) for select courses. The PLA processing fee plus $10 awarded credit hour fee will be waived for exemption tests, but will apply for CGTC's Credit By Competency Exams*.

Documented learning

CGTC recognizes that many professionals have college-level learning experiences via industry certifications, professional licensing boards, and continuing education credit. The PLA processing fee plus $10 per awarded credit hour* apply.

Work experience

CGTC recognizes that college-level learning can take place outside the confines of the traditional academic environment, including life learning acquired through employment experiences, training, and/or volunteer work. The PLA processing fee plus $10 per awarded credit hour apply.

Non-Transferable Credit

Non-transferable course work completed at post-secondary institutions that are NOT accredited by a regional or national accreditation agency recognized by the U.S. Department of Education is not eligible for transfer credit but may be eligible for course exemption credit. The PLA processing fee plus $10 per awarded credit hour apply.

**The per credit hour fee may be waived for courses articulated under signed CGTC or TCSG agreements.*

Required steps to apply for college credit for prior learning

- ☐ Complete all CGTC admissions requirements to be accepted into a program at CGTC.
- ☐ Attach supporting documentation for the course(s) for which credit is being requested to the *Application for Prior Learning Assessment*; course documentation should include the course title, course number, curriculum description, and total credit hours. This information is available in the CGTC Catalog at **www.centralgatech.edu/catalog**; the course description may be printed from the online catalog.
- ☐ Pay the $50.00 PLA processing fee (up to three courses per application) at the Cashier's window (Warner Robins Campus: room A-129, Macon Campus: room J-152, Milledgeville Campus: room A-141), if applicable. The fees are non-refundable and non-transferable. The Cashier will provide a receipt for the payment and note payment on the *Application for Prior Learning Assessment*. **If PLA credit is approved**, student will be required to pay a $10 awarded per credit hour fee unless otherwise stated within this document. Payment should be made at the Business Office cashier's window and receipt should be emailed to PLA@centralgatech.edu. **PLA credits will not be awarded until credit hour fee has been paid**. Students are given a ninety days deadline for payment of the credit hour fee. If deadline has passed, the student may no longer be granted credit for the PLA.
- ☐ Attach the receipt to the *Application for Prior Learning Assessment*.
- ☐ Demonstrate college-level learning in the courses(s) requested via one or more of the following categories: military training, credit by competency exam, documented learning, work experience, non-transferable academic credit.
- ☐ Submit the appropriate forms and/or supporting documentation for review. Instructions, the appropriate form(s) required for submission, and the procedure for how to submit the information are included in the section for each category.

Other notes about PLA

- Any credit earned through PLA is considered exemption/transfer credit and, as such, is assigned credit rather than a course grade.
- PLA credit is not considered current course work to meet financial aid requirements.
- PLA credit does not fulfill any part of CGTC's residency credit requirements. In order to graduate from a program, at least 25% of a student's program credit hours must be completed at CGTC. Reference the CGTC Catalog for more detailed information on residency requirements.
- PLA Submissions must meet 80% of course competencies to receive PLA credit.
- Not all experiences and learning will be at the college level and are not guaranteed to receive credit. Reviewing the CGTC Catalog may help identify where knowledge overlaps course material.
- The final decision in all matters relating to the granting of academic credit rests with the Registrar and/or Vice President for Academic Affairs.
- Select programs, including health selection programs, may not allow certain course exemptions through Prior Learning Assessment. Please contact a faculty program advisor and/or PLA Coordinator prior to submitting the Application for Prior Learning Assessment.
- If PLA credit is approved, the PLA Coordinator's office will contact student concerning the payment of the $10 awarded per credit hour fee, if applicable.

Important Contacts

PLA Coordinator

Jackie Turner, *Associate Dean*
Office of Academic Affairs

p: (478) 445-2330
e: PLA@centralgatech.edu
Milledgeville Campus, Room H-101

Registrar's Office

Sonja Jenkins, *Registrar*
Office of Student Affairs

p: (478) 757-5294
e: registraroffice@centralgatech.edu
Warner Robins Campus, Room A-107

Special Accommodations

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the College ensures that admissions, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities. Reasonable accommodations are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for providing documentation of his/her disability and requesting appropriate accommodations through the Office of Special Populations (**www.centralgatech.edu/specialpops**):

Non-Discriminatory Policy

As set forth in its student catalog, Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person has been designated to handle inquiries regarding the non-discrimination policies: The Title VI/Title IX/Section 504/ADA Coordinator for CGTC non-discrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

CENTRAL GEORGIA TECHNICAL COLLEGE

A Unit of the Technical College System of Georgia

Application for Prior Learning Assessment

First and Last Name: _____ **CGTC Student ID Number:** _____

Street Address: _____ **Apt/Lot/Suite:** _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Student Email Address:** _____@student.centralgatech.edu

Program of Study: _____

Please select the Prior Learning Assessment Credit options requested (check all that apply):

- ☐ Military training
- ☐ Credit by Competency exam
- ☐ Documented learning
- ☐ Work experience
- ☐ Non-transferable credit

PLA processing fee

- ☐ Pay PLA processing fee ($50.00 per PLA application - up to three courses) at the cashier's window when applicable. All fees are non-refundable and non-transferable. **PLA processing fees will be waived for evaluation of military training experience for college credit and exemption tests.** Additional awarded credit hour fees may apply. See details within this document. These fees may be required after PLA credits are awarded.

  CGTC Cashier: Please sign to verify that fee(s) are collected.

  Cashier Signature _____ **Date:** _____

- ☐ Attach payment receipt(s) and supporting course documentation.

PLA Request for Credit Table *To Be Completed by Student, Advisor, or Cashier*		
Course Number	**Course Title**	**Credit Hours**

I certify that the information provided on this form and all supporting documentation is true and correct. I understand that I am not guaranteed a credit award and that the final decision in all matters relating to the granting of academic credit rests with the Registrar and/or the Vice President for Academic Affairs.

_____ _____

Student Signature Date

FOR OFFICIAL USE ONLY

Date Received: _____ Printed Name of CGTC Official Receiving PLA Packet : _____

Signature of CGTC Official Receiving PLA Packet: _____

Military Training

CGTC is committed to ensuring military service members and veterans receive credit for college-level knowledge gained through service to our country. American Council on Education (ACE) recommendations are used to evaluate military training experiences for college credit. Credit will be given when training experience meets the required competencies of the courses offered at the College. ***PLA processing* fee and awarded credit hour fee *will be waived for evaluation of military training experiences for college credit.***

Procedure

Air Force

- ☐ Request an official transcript from the Community College of the Air Force online at **www.au.af.mil/au/cf/auregistrar/registrar**.
- ☐ Have the transcript sent to CGTC's Registrar's Office at **registraroffice@centralgatech.edu**. Credits earned through the Community College of the Air Force will be processed using the CGTC Transfer Student procedure. Please refer to CGTC catalog for details.

Army, Coast Guard, Marine Corps, and Navy

- ☐ Complete the *Application for Prior Learning Assessment*.
- ☐ Complete all steps on the *Credit by Military Training Form.*
- ☐ Attach the *Credit by Military Training Form* and supporting documentation to the *Application for Prior Learning Assessment*.

Review the *Credit by Military Training Table* at **www.centralgatech.edu/PLA/CreditByMilitaryTraining.pdf** to determine if your credit by military training is classified as standard or non-standard. Check the box for standard or non-standard below; follow the steps for the appropriate classification:

Standard

- ☐ Submit the completed form and supporting documentation to the Registrar's Office:
  - By email: **registraroffice@centralgatech.edu**
    OR
  - In person at the Warner Robins Campus (room A-107), Macon Campus (room J-138), Milledgeville Campus (room A-141), or with Academic Affairs at any satellite location.

Non-Standard (Not found in *Credit by Military Training* table)

- ☐ Attach the ACE Course Exhibit, including recommendations, for all courses for which credit is being requested. Missing descriptions may result in credit not being granted.
- ☐ Complete and sign the *Credit by Military Training Form*
- ☐ Attach the *Credit by Military Training Form* and ACE Course Exhibit(s) to the completed *Application for Prior Learning Assessment* and submit all to the PLA Coordinator.
- ☐ Submit the completed forms and supporting documentation to the PLA Coordinator:
  - ☐ By email: **PLA@centralgatech.edu**
    OR
  - ☐ In person at the Warner Robins Campus (room A-138), Macon Campus (room A-122), Milledgeville Campus (room H-101), or with the Satellite Center Director at any satellite location.

Information and Next Steps

- Faculty Subject Matter Experts will review non-standard Credit by Military Training requests. Please allow four weeks for review after receipt of Joint Services Transcript; student may be contacted for additional information or skills demonstration during the evaluation process.

- If a demonstration is required, the instructor will use the grading rubric based on the assignment or exam that the student would be given in the actual class. Courses must meet the same requirements as outlined in the *Course Expiration* section of the CGTC catalog.

- Upon completion of review, students will receive notification via their student email account. If credit is approved, the credit will be entered on the student record as TRM.

Credit by Military Training Form

(Army, Coast Guard, Marine Corps, and Navy Only)

First and Last Name: _____ **CGTC Student ID Number:** _____

Steps and Checklist

- ☐ Request an official transcript from Joint Services Transcript at **https://jst.doded.mil**. Have the transcript sent to CGTC's Registrar's Office at **registraroffice@centralgatech.edu**.

- ☐ Review the *Credit by Military Training Table* at **www.centralgatech.edu/PLA/CreditByMilitaryTraining.pdf** to determine if your credit by military training is classified as standard or non-standard. Check the box for standard or non-standard below; follow the steps for the appropriate classification:
  - ☐ Standard (found in the *Credit by Military Training Table*)
    - ☐ Complete and sign this form.
    - ☐ Attach the *Credit by Military Training Form* to the *Application for Prior Learning Assessment* and submit both to the Registrar's Office.

  - ☐ Non-Standard (NOT found in the *Credit by Military Training Table*)
    - ☐ Complete the following table; search for courses using the ACE Military Guide at **www.acenet.edu/militaryguide.**

Military Transcript			Requested CGTC Course Credit			For Official Use Only	
ACE ID Number	**Military Course Number/Title**	**Credit**	**Course Number**	**Course Title**	**Credit**	**Approved**	**Not Approved**
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐

    - ☐ Attach the ACE Course Exhibit, including recommendations, for all courses for which credit is being requested. Missing descriptions may result in credit not being granted.
    - ☐ Complete and sign the *Credit by Military Training Form.*
    - ☐ Attach the *Credit by Military Training Form* and ACE Course Exhibit(s) to the completed *Application for Prior Learning Assessment* and submit all to the PLA Coordinator.

REQUIRED SIGNATURES		
	Signature	**Date**
Student		
Faculty Subject Matter Expert		
Program Dean		
Vice President for Academic Affairs		

Credit by Examination

CGTC may accept scores from nationally-standardized tests such as the College-Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES DSST), or from CGTC's Credit by competency exam (CBE) for select courses.

Exemption Tests

- **CLEP (College-Level Examination Program):** Accepted with a score of 50 or higher.
- **AP (Advanced Placement):** Accepted with a score of "3" or higher.
- **DANTES DSST (DANTES Subjects Standardized Test):** Accepted with a score of 400 or higher.

Procedure

- ☐ Review the *Credit by Examination National Exemption Exam Tables* at **www.centralgatech.edu/PLA/CreditByCompetencyExam.pdf** for a list of accepted exams.
- ☐ If student has already completed a College Board or DSST exam, request scores from the College Board online at **www.apscore.collegeboard.org**. Scores should be sent directly to the Registrar's Office (student-delivered copies will not be accepted).

  – AND/OR –

- ☐ Students wishing to take a CLEP exam can register and pay for the exam online at **https://clep.collegeboard.org**. Once exam registration is complete, contact the Testing Center on the Macon campus at (478) 757-2508 or **matesting@centralgatech.edu** to schedule a date and time to take the exam. Scores should be sent directly to the Registrar's Office (student-delivered copies will not be accepted).

Information and Next Steps

- Credit earned through an exemption test will be entered on the student's record as TR.
- **No PLA processing fee or credit hour fee applies to Exemption Tests since they are processed as standard CGTC transfer credits.**

Credit by Competency Exam

Credit by Competency Exam (CBE): CGTC administers institutional exemption exams for certain courses to determine if the student has already gained mastery of the course competencies using predetermined methods. A score of 70 or higher must be achieved in order to receive credit. Please note that Credit by Competency Exam credits may not be available for all courses and may not be transferrable to other post-secondary institutions.

Procedure

- ☐ Complete the *Application for Prior Learning Assessment*
- ☐ Complete all steps on the *Credit by Competency Exam Form*
- ☐ Pay PLA processing fee and attach receipt to the *Application for Prior Learning Assessment*
- ☐ Contact advisor to schedule CBE
- ☐ Attempt CBE
- ☐ If CBE successfully completed, pay awarded credit hour fee and email receipt to PLA@centralgatech.edu. Credit will not be awarded until the awarded credit hour fee has been paid.

Information and Next Steps

- Students may NOT take a Credit by Competency Exam (CBE) for previously attempted courses at CGTC that are within the CGTC course expiration guidelines as listed in the CGTC catalog. Expired courses are eligible for CBE.

- The CBE must be completed within four weeks of payment of the PLA fees.

- Students are allowed one CBE attempt per course. If a given course has a prerequisite course requirement, the prerequisite must be satisfied by either exemption or successful completion of the course before exemption may be attempted.

- Earn a score of 70 or higher on the exam to receive course credit. If the student scores below 70, he/she should register for the course.

- Results of CBE may not be transferrable to any other institutions.

- Upon successful completion of CBE, pay awarded credit hour fee at the cashier's window and email receipt to PLA@centralgatech.edu. PLA credits will not be awarded until credit hour fee has been paid. The credit will be entered on the student's record as EXE.

CGTC Credit by Competency Exam Form (CBE)

First and Last Name: _____ **CGTC Student ID Number:** _____

Steps and Checklist

- ☐ Complete the *Application for Prior Learning Assessment*
- ☐ Attach receipt for PLA processing fee to the *Application for Prior Learning Assessment*
- ☐ Enter first and last name and CGTC student ID Number above.
- ☐ Contact the program advisor to schedule the exemption exam. The program advisor will let the student know where the test will be administered.
- ☐ Present the *Application for Prior Learning Assessment*, *Credit by Competency Exam Form,* receipt for PLA Processing Fee, and valid photo ID to the test administrator at the time of testing. The test administrator will submit the completed forms and graded exam to the Registrar's Office.
- ☐ Upon successfully completing the exemption exam(s), pay awarded credit hour fee at the cashier's window. Email receipt to PLA@centralgatech.edu. PLA credits will not be awarded until credit hour fee has been paid.

To Be Completed by Test Administrator			
Course Number	**Course Title**	**Credit Hours**	**Numeric Grade**

REQUIRED SIGNATURES		
	Signature	**Date**
Test Administrator/Instructor		
Registrar		

Documented Learning

CGTC recognizes that many professionals have college-level documented learning experiences such as industry certifications, professional licensing boards, and continuing education credit. Examples include early childhood educators who hold a current *Council for Professional Recognition Child Development Associate (CDA)* credential and a current pediatric cardiopulmonary resuscitation (CPR)/first aid certification could be eligible for ECCE 1101, ECCE 1103, and ECCE 1105 credit.

Procedure

- ☐ Review the *Documented Learning Table* at **www.centralgatech.edu/PLA/DocumentedLearning.pdf** to determine if the college-level documented learning experience is classified as standard or non-standard, and then follow the applicable steps below.

Standard (Found in the *Documented Learning Table*)

- ☐ Complete the *Application for Prior Learning Assessment*.
- ☐ Pay the PLA processing fee plus awarded credit hour fee and attach receipt to the *Application for Prior Learning Assessment*.
- ☐ Complete all steps on the *Credit by Documented Learning Form.*
- ☐ Submit the completed forms and supporting documentation to the Registrar's Office:
  - ☐ By email: **registraroffice@centralgatech.edu**
    OR
  - ☐ In person at the Warner Robins Campus (room A-107), Macon Campus (room J-138), Milledgeville Campus (room A-141), or with Academic Affairs at any satellite location.

Non-Standard (NOT Found in the *Documented Learning Table*)
If credit for continuing education, apprenticeship, and/or industry training is being requested, **STOP HERE** and follow the steps in the Work Experience chapter.

All other non-standard documented learning experiences:

- ☐ Complete the *Application for Prior Learning Assessment*.
- ☐ Pay the PLA Processing Fee and attach receipt to the *Application for Prior Learning Assessment*.
- ☐ Complete all steps on the *Credit by Documented Learning Form.*
- ☐ Submit the completed forms and supporting documentation to the PLA Coordinator:
  - ☐ By email: **PLA@centralgatech.edu**
    OR
  - ☐ In person at the Warner Robins Campus (room A-138), Macon Campus (room A-122), Milledgeville Campus (room H-101), or with the Satellite Center Director at any satellite location.

Information and Next Steps

- Faculty Subject Matter Experts will review non-standard Documented Learning requests. Please allow four weeks for review; student may be contacted for additional information or skills demonstration during the evaluation process.
- If a demonstration is required, the instructor will use the grading rubric based on the assignment or exam that the student would be given in the actual class. Courses must meet the same requirements as outlined in the *Course Expiration* section of the CGTC catalog.
- Upon completion of review, students will receive notification via their student email account. If credit is approved, pay awarded credit hour fee at the cashier's window and email receipt to PLA@centralgatech.edu. PLA credits will not be awarded until credit hour fee has been paid. The credit will be entered on the student's record as EXP.

Credit by Documented Learning Form

First and Last Name: _____ **CGTC Student ID Number:** _____

Steps and Checklist

Review the *Documented Learning Table* at **www.centralgatech.edu/PLA/DocumentedLearning.pdf** to determine if the documented learning experience is classified as standard or non-standard. Check the box for standard or non-standard below; follow the steps for the appropriate classification:

- ☐ **Standard** (found in the *Documented Learning Table*)
  - ☐ Complete the *Application for Prior Learning Assessment*.
  - ☐ Pay the PLA processing fee plus awarded credit hour fee and attach receipt to the *Application for Prior Learning Assessment.*
  - ☐ Complete and sign the *Credit by Documented Learning Form*, including the table below.
  - ☐ Attach a copy of the current certification, licensure, or other documentation.
  - ☐ Submit the completed forms and supporting documentation to the PLA Coordinator's office.
- ☐ **Non-Standard** (NOT found in the *Documented Learning Table*)
  - ☐ Complete the *Application for Prior Learning Assessment*.
  - ☐ Pay the PLA processing fee and attach receipt to the *Application for Prior Learning Assessment.*
  - ☐ Complete and sign the *Credit by Documented Learning Form*, including the table below.
  - ☐ Attach a copy of the current certification, licensure, or other documentation.
  - ☐ Using the supporting documentation attached to the *Application for Prior Learning Assessment* write a brief explanation stating how certification, licensure, or other documentation applies to the course for which credit is being requested.
  - ☐ Submit the completed forms and supporting documentation to the PLA Coordinator's office.

Requested CGTC Course Credit*		**For Official Use Only**	
Course Number	**Course Title**	**Approved**	**Not Approved**
		☐	☐
		☐	☐
		☐	☐

** Please contact program advisor or PLA Coordinator if unsure how to equate certification and/or licensure to course credit.*

Name of certification, licensure or other: _____ Expiration Date: _____

REQUIRED SIGNATURES		
	Signature	**Date**
Student		
Faculty Subject Matter Expert (Non-Standard)		
Program Dean (Non-Standard)		
Vice President for Academic Affairs (Non-Standard)		
Registrar (Standard)		

Work Experience

CGTC recognizes that college-level learning can take place outside the confines of the traditional academic environment, including life learning acquired through employment experiences, training, and/or volunteer work. There are several ways to determine how a student's skills and knowledge might relate to a college-level course. An example is provided below. If help is needed to identify the college-level learning that has grown from life experiences, please contact the program faculty advisor or the PLA Coordinator.

Example

Jane is an administrative assistant and pursuing a Business Technology associate degree at CGTC. One of the required classes for that program is **COMP 1000 | Introduction to Computer Literacy**. She looks up the course description for COMP 1000 in the CGTC Catalog (**www.centralgatech.edu/catalog**):

> **COMP 1000 | INTRODUCTION TO COMPUTER LITERACY (25-40-3)**
> This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

Jane uses a computer every day in her job as an administrative assistant. She believes that she has the skills taught in COMP 1000. She contacts her advisor for a copy of the course standards which she needs to relate her on-the-job experience to the material covered in COMP 1000. One way that she can do this is to brainstorm and make a list of what she does at work and identify how those skills compare to the concepts taught in COMP 1000:

What I Do at Work		Competencies of COMP 1000
Use a computer	→	Computer and digital terminology and usage
Use email daily	→	Internet and digital communication
Type letters using Microsoft Word	→	Word processing applications
Use Excel to keep track of inventory	→	Spreadsheet applications
Enter client information in an Access database	→	Database applications
Create presentations using PowerPoint	→	Presentation applications

Procedure

- ☐ If needed, contact program advisor or PLA Coordinator for help determining how work experience could equate to the concepts taught in the class(es) for which college-level credit is being requested.
- ☐ Request course standards from the program advisor or PLA Coordinator.
- ☐ Review the specific course standards and competencies for which credit is being requested.
- ☐ Complete a work experience portfolio using the guidelines for portfolios found below.
- ☐ Complete the *Application for Prior Learning Assessment*.
- ☐ Pay PLA processing fee and attach receipt to the *Application for Prior Learning Assessment*
- ☐ Complete all steps on the *Credit by Work Experience Form.*
- ☐ Submit the completed forms and portfolio of supporting documentation to the PLA Coordinator:
  - ☐ By email: **PLA@centralgatech.edu**
    OR
  - ☐ In person at the Warner Robins Campus (room A-138), Macon Campus (room A-122), Milledgeville Campus (room H-101), or with the Satellite Center Director at any satellite location.

Information and Next Steps

- Faculty Subject Matter Experts will review Work Experience requests. Competencies must be met in order to receive PLA credit for course(s). Please allow four weeks for review; Student may be contacted for additional information or skills demonstration during the evaluation process.
- If a demonstration is required, the instructor will use the grading rubric based on the assignment or exam that the student would be given in the actual class. Courses must meet the same requirements as outlined in the *Course Expiration* section of the CGTC catalog.
- Student will be notified via email if revisions are needed for the portfolio. The portfolio must be revised and resubmitted within 30 days of the notification date in order to be considered. Once the submission deadline has passed, student may no longer be granted credit for the portfolio.
- If credit is approved, pay awarded credit hour fee at the cashier's window and email receipt to PLA@centralgatech.edu. PLA credits will not be awarded until credit hour fee has been paid. The credit will be entered on the student's record as EXP

Guidelines for Portfolio

The faculty Subject Matter Expert will base the decision solely on the contents of the portfolio; therefore, it is important that the portfolio be typed, organized, and include ALL required documentation (additional relevant documentation may be included). The portfolio should reflect college-level work. The portfolio should contain the following items, please see below for detailed information.

- ☐ Current resume
- ☐ Focused autobiography
- ☐ Employer Letter of Verification, if applicable
- ☐ Sample of Work
- ☐ Supporting documentation to demonstrate prior college-level learning

Current Resume

Resume should include:

- ☐ Student's name, mailing address, e-mail address, and telephone numbers
- ☐ Educational experience, with dates
- ☐ Employment experience, with dates
- ☐ Community activities
- ☐ Other relevant activities

Focused Autobiography

The focused autobiography provides a sense of who the student is and shows where relevant experience and prior college-level learning match the course competencies. The focused autobiography should include:

- ☐ A description of the various experiences that contributed to learning
    - ☐ Work Experiences
    - ☐ Community Service Activities
    - ☐ Workshops, Seminars, Training, and Non-Collegiate Courses
    - ☐ Special Accomplishments
- ☐ A description of how each experience contributed to learning achievement.
- ☐ Dates and length of various experiences.
- ☐ Reference specific course competencies from the course standards for which credit is requested

Employment Letter of Verification

The Employer Letter(s) of Verification serves as an outline of facts to support the information provided in the portfolio. It is not a personal recommendation or testimony of character. If the PLA request is not based on work experience the employment letter of verification may not be necessary. The letter must be written on company letterhead from a current or past work supervisor and contain the following:

- ☐ An introduction of the supervisor that explains how he/she is acquainted with the student and how long they have been acquainted.
- ☐ A description of the student's experience, work duties and responsibilities
- ☐ Supervisor's contact information for verification of the information provided. PLA credit will not be given, if SME is unable to contact the supervisor to verify the information in the letter.
- ☐ Supervisor's signature and title

Sample of Work

The sample of work is used to demonstrate the ability to fulfill course competencies. Examples may include:

- ☐ Sample documents
- ☐ Digital/electronic files
- ☐ Samples of projects
- ☐ Pictures of relevant projects too large to submit in sample form
- ☐ Technical illustrations, etc.

Supporting Documentation to Demonstrate Prior College-Level Learning

Supporting documentation to demonstrate prior college-level learning is a critical component of the entire portfolio. The student should include only those documents that are relevant to the PLA request. Underline or highlight the parts of the documentation that are relevant to the college-level learning. **Do NOT send original copies of the documentation**. CGTC is not responsible for returning any materials submitted with the PLA request.

Recommended Types of Documentation

The type of documents that the student may submit can vary greatly depending on the experience. The following are suggested examples but this is not an all-inclusive list.

Work Experience

- ☐ Proof of membership in professional or trade associations and membership requirements
- ☐ Letter from clients or peers describing tasks performed
- ☐ Military records, such as a DD214
- ☐ Letters of commendation
- ☐ Performance evaluations

Community Service Activities

- ☐ Commendations and awards
- ☐ Letters of verification from volunteer coordinator/director or project manager
- ☐ Newspaper and magazine clippings stating involvement
- ☐ Proof of membership in community service organizations

Workshops, Seminars, Training, and Non-Collegiate Courses

- ☐ Transcripts, training records, or other documentation verifying enrollment
- ☐ Copy of sign-in roster from clinical/practicum experiences
- ☐ Evidence of completion such as certificates, etc.
- ☐ Course descriptions, learning objectives, syllabi

Special Accomplishments

- ☐ Agenda or other supporting documentation from public presentations given
- ☐ Publications such as books, journal articles, etc.

Credit by Work Experience Form

First and Last Name: _____ **CGTC Student ID Number:** _____

Steps and Checklist

- ☐ If needed, contact program advisor or PLA Coordinator for help determining how work experience could equate to the concepts taught in the class(es) for which credit is being sought.
- ☐ Request course standards from the program advisor or PLA Coordinator.
- ☐ Review the specific course standards and competencies for which credit is being requested.
- ☐ Complete the *Credit by Work Experience Form,* including the table below.
- ☐ Prepare a portfolio that includes
  - ☐ Completed and signed *Application for Prior Learning Assessment*
  - ☐ Pay PLA processing fee and attach receipt to the *Application for Prior Learning Assessment*
  - ☐ Completed *Credit by Work Experience Form*
  - ☐ Current resume
  - ☐ Focused autobiography
  - ☐ Employer Letter of Verification, if applicable
  - ☐ Sample of Work
  - ☐ Supporting documentation to demonstrate prior college-level learning
  - ☐ Copy of course standards
- ☐ Submit portfolio and all required documentation to the PLA Coordinator.
  - ☐ By email: **PLA@centralgatech.edu**
    OR
  - ☐ In person at the Warner Robins Campus (room A-138), Macon Campus (room A-122), Milledgeville Campus (room H-101), or with the Satellite Center Director at any satellite location.

Requested CGTC Course Credit		**For Official Use Only**	
Course Number	**Course Title**	**Approved**	**Not Approved**
		☐	☐
		☐	☐
		☐	☐

REQUIRED SIGNATURES		
	Signature	**Date**
Faculty Subject Matter Expert		
Program Dean		
Vice President for Academic Affairs		

Non-Transferable Credit

CGTC recognizes credit from other institutions if the institutions have met the accrediting standards of the appropriate national or regional accrediting association. CGTC adheres to TCSG policy 5.1.8 and procedure 5.1.8p (available online at **https://tcsg.edu/tcsgpolicy/tcsg_policy_manual.pdf**) for accepting transfer credit from post-secondary institutions accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. A list of recognized accrediting agencies is available online at the *Regionally and Nationally Recognized Accreditation Agencies Table*. **[www.centralgatech.edu/PLA/AccreditationAgencies.pdf]** Course work completed at post-secondary institutions accredited by agencies not recognized by TCSG under policy 5.1.8 may be eligible for credit based on the procedures outlined below:

Procedure

- ☐ Complete the *Application for Prior Learning Assessment*
- ☐ Pay PLA processing fee and attach receipt to the *Application for Prior Learning Assessment*
- ☐ Request an official transcript to be sent to CGTC's Registrar's Office at **registraroffice@centralgatech.edu**
- ☐ Complete all steps on the *Credit by Non-Transferable Credit Form*
- ☐ Submit the *Request for Non-Transferable Credit* and *Faculty Credentials Forms* to the other institution.
- ☐ Submit the completed forms and supporting documentation to the **PLA Coordinator**.
  - ☐ By email: **PLA@centralgatech.edu**
    OR
  - ☐ In person at the Warner Robins Campus (room A-138), Macon Campus (room A-122), Milledgeville Campus (room H-101), or with Academic Affairs at any satellite location.

Information and Next Steps

- Faculty Subject Matter Experts will review the information provided. Please allow four weeks for review after receipt of *Faculty Credentials Form* from the other institution.

- Upon completion of review, students will receive notification via their student email account. If credit is approved, pay awarded credit hour fee at the cashier's window and email receipt to PLA@centralgatech.edu. PLA credits will not be awarded until credit hour fee has been paid. The credit will be entered on the student's record as EXP

Credit by Non-Transferable Credit Form

First and Last Name: _____ **CGTC Student ID Number:** _____

Steps and Checklist

- ☐ Request an official transcript to be sent to CGTC's Registrar's Office at **registraroffice@centralgatech.edu**.
- ☐ Complete *Application for Prior Learning Assessment*.
- ☐ Pay PLA processing fee and attach receipt to *Application for Prior Learning Assessment*.
- ☐ Complete only the following items on the *Request for Non-Transferable Credit* form:
  - ☐ Student's Full Name (this should be the student's name at the time of enrollment at the other institution)
  - ☐ Date of Birth
  - ☐ Student ID Number or Social Security Number (the student ID number should be from the other institution)
  - ☐ Institution Name
  - ☐ Courses for Review table
- ☐ Submit the *Request for Non-Transferable Credit Form* and *Faculty Credentials Form* to the other institution and request that they complete both forms. If the institution has closed (i.e. is no longer in business), contact the Department of Education in the state in which the coursework was completed to locate the records.
- ☐ Complete the *Credit by Non-Transferable Credit form* and attach the following supporting documentation:
  - ☐ Course syllabus from each course taken at the other institution.
  - ☐ Course description from the other institution's catalog for each course taken for which credit is requested.
  - ☐ Title, publisher, and publication date of the required textbook(s) used for each course (if the information is not included on the syllabus).
- ☐ Complete the following table for each course(s) for which credit is being sought:

Requested CGTC Course Credit		**For CGTC Use Only**	
Course Number	**Course Title**	**Approved**	**Not Approved**
		☐	☐
		☐	☐

- ☐ Complete this form, application, and submit all forms receipt, and supporting documentation to the PLA Coordinator.
  - ☐ By email: **PLA@centralgatech.edu**
    OR
  - ☐ In person at the Warner Robins Campus (room A-138), Macon Campus (room A-122), Milledgeville Campus (room H-101), or with Academic Affairs at any satellite location.

REQUIRED SIGNATURES		
	Signature	**Date**
Student		
Faculty Subject Matter Expert		
Program Dean		
Vice President for Academic Affairs		

Request for Non-Transferable Credit

The *Request for Non-Transferable Credit Form* is required for a request for course exemption credit from a non-transferable institution. This form must be completed by the student and an **official representative** (academic supervisor such as a dean, program chair or director, the Registrar, or a human resources designee) from the other institution. A *Faculty Credentials Form* must be completed by the other institution and attached for each instructor of record.

Student's Full Name: _____ **Date of Birth:** _____

Student ID Number or Social Security Number *(used at other institution)*: _____

Institution Information		
Institution Name		
Street Address		
City	State	Zip Code
Name of Official Representative		Title
Phone Number	Fax Number	Email Address

Courses for Review			
Original Institution			Central Georgia Technical College
Original Course Number and Title	**Instructor of Record***	**Credit Hours**	**Requested Course Number and Title**

**A separate completed* Faculty Credentials Form *is required for each instructor of record.*

Please return this form and a *Faculty Credentials Form* for each instructor of record to Central Georgia Technical College via email at **PLA@centralgatech.edu** or via mail at:

Central Georgia Technical College
ATTN: Jackie Turner, PLA Coordinator
54 Highway 22 West
Milledgeville, GA 31061

Questions? Please contact Jackie Turner, PLA Coordinator, at (478) 445-2330 or **PLA@centralgatech.edu**.

Faculty Credentials Form

The *Faculty Credentials Form* is required for a request for course exemption credit from a non-transferable credit institution. This form must be completed by an **official representative** (academic supervisor such as a dean, program chair or director, the Registrar, or a human resources designee) from the institution and then attached to the *Request for Non-Transferable Credit F*orm.

Name of Institution: _____

Name of Instructor of Record: _____

Requested Course Number and Title: _____

Faculty Credentials			
Instructor's Degree*	**Discipline**	**College/University Awarded**	**Year Awarded**

Related Work Experience		
Instructor's Degree	**Description of Work Experience**	**Duration/Time of Experience**

Faculty who receive degrees from international institutions must have their course work/credentials validated by an evaluation service affiliated with the National Association of Credential Evaluation Services, Inc. (NACES). For more information, visit **www.naces.org.*

My signature certifies that all information provided on this form is correct and accurate to the best of my knowledge.

_____ _____

Signature of Official Representative Date

_____ _____

Printed Name of Official Representative Title

FOR OFFICIAL USE ONLY | TO BE COMPLETED BY THE APPROPRIATE CGTC DEAN

Faculty credentials meet the faculty credentialing criteria for the course(s) for which credit is being requested. Please check APPROVED or NOT APPROVED once credential has been verified. ☐ Approved ☐ Not Approved

Signature : _____ Date Received: _____

Faculty Roster Completed: _____ Date Completed: _____

Acronyms and Abbreviations

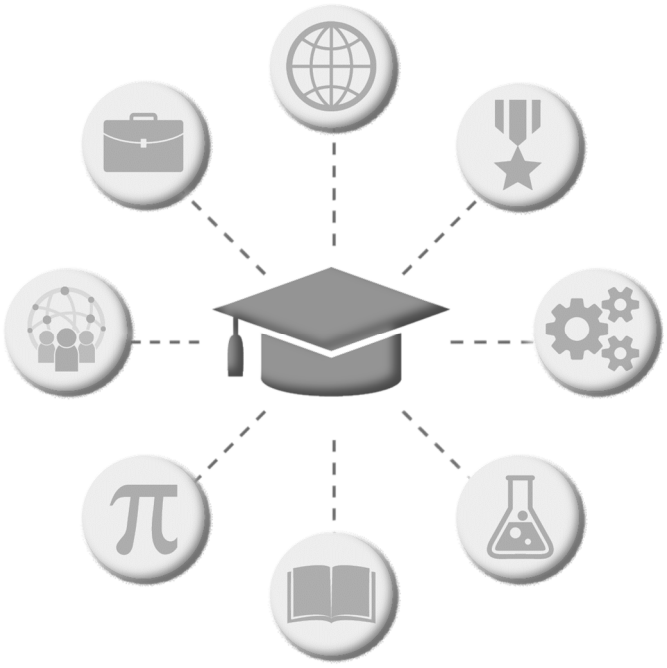
This list can be used to explain the meaning of the acronyms used throughout this document.

Item	Meaning
ACE	American Council on Education
ADA	Americans with Disabilities Act
AP	Advanced Placement
CBE	Credit by Competency Exam
CDA	Child Development Associate
CGTC	Central Georgia Technical College
CLEP	College Level Examination Program
COMP	Introduction to Computers
CPR	Cardiopulmonary Resuscitation
DANTES	Defense Activity for Non-Traditional Educational Support
DSST	DANTES Subject Standardized Tests
DD214	Certificate of Release or Discharge from Active Duty
ECCE	Early Childhood Care and Education
EXE	Credit by exemption (exam) code issued for competency exams
EXP	Credit by exemption (portfolio) code issued for documented learning, work experience, and non-transferable credit
ID	Identification
JST	Joint Services Transcript
KMS	Knowledge Management System
NACES	National Association of Credential Evaluation Services, Inc.
PLA	Prior Learning Assessment
SME	Faculty Subject Matter Expert
TCSG	Technical College System of Georgia
TR	Transfer credit for exemption exam code
TRM	Transfer credit for military training code
TTY/TDD	Teletype/Telecommunications device for the deaf
VPAA	Vice President for Academic Affairs

Administrator's Guide

PRIOR LEARNING ASSESSMENT (PLA)

Faculty Subject Matter Experts will use the information is this section of the manual to complete the PLA Packet. Please contact the PLA Coordinator's office with any questions.



Military Training

Air Force

Students will request an official transcript from the Community College of the Air Force and have it sent to CGTC's Registrar's Office. There is no action that needs to be taken other than the Registrar's Office reviewing and awarding credit. No required action is needed from the PLA Coordinator or SME.

Standard PLA Packets **(found in the *Credit by Military Training Table*)**

The student will complete and sign the *Credit by Military Training Form* and Application for *Prior Learning Assessment* and submit them directly to the Registrar's Office. No required action is needed from the PLA Coordinator or SME.

The Registrar's Office will:

1. Review the *Credit by Military Trading Table* [**www.centralgatech.edu/PLA/CreditByMilitaryTraining.pdf**] to confirm that military training is classified as Standard.
2. Enter on the student's record as TRM.

Non-Standard PLA Packets **(Army, Coast Guard, Marine Corps, and Navy | NOT found in the *Credit by Military Training Table*)**

1. When receiving PLA packet for a Non-Standard request from the student:
    a. Verify that all the information is entered on the *Application for Prior Learning Assessment* and that the form is signed and dated by the student. PLA Processing Fee plus awarded credit hour fee are waived for Military Training Credit.
    b. Verify that all the information is entered on the *Credit by Military Training Form* and that the form is signed and dated by the student.
    c. Check with student to make sure that an official transcript from Joint Services Transcript (JST) has been requested and sent to the CGTC's Registrar's Office.
    d. Verify that the ACE Course Exhibit, including recommendations, for all courses for which credit is being requested is attached to the form.
    e. **Recipient of PLA packet** – print, sign and date in the "For official use only" section of the *Application for Prior Learning Assessment.*
2. The PLA Coordinator will:
    a. Verify that all items in Step 1 above are attached and included in the PLA packet.
    b. Attach a copy of the course standard(s) found in KMS to the PLA packet.
    c. Request a copy of the Joint Services transcript from the Registrar's Office and attach to the PLA packet.
    d. Enter the PLA information into the PLA Status Spreadsheet.
    e. Forward PLA packet to the Faculty Subject Matter Expert (SME).
    f. Copy the PLA packet to the PLA Drive under the Pending folder.
3. The Faculty Subject Matter Expert will receive the PLA packet. – **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
    a. Using the JST transcript, ACE Course Exhibit, and course standard(s), the SME will evaluate all course competencies by completing the *SME Crosswalk Approval Form*. The form is located on the last page of this manual. Using the form, list all course competencies from the KMS Course Standard(s) in the left column. In the middle column, address how the competency is met using

the ACE and JST. In the right column, add comments to each competency. Once the review is complete, check Approved or Not Approved on the *Credit by Military Training form*.

   b. If it is determined that a hands-on demonstration is needed, the SME will work with the instructor to administer the demonstration. The demonstration should be an assignment or final exam given in the actual course for which credit is being requested. This exam **must** be a hands-on demonstration. The instructions for the hands-on demonstration, grading rubric, and pictures of the finished product should be submitted to the PLA Coordinator with the completed and signed *SME Crosswalk Approval Form* and the *Credit by Military Training form*. **Please note that the demonstration must be completed within one week of receiving the PLA packet from the PLA Coordinator's office**. Notify the PLA Coordinator if an extension of time is needed.
   c. If it is determined that no hands-on demonstration is needed, the SME will complete and sign the *SME Crosswalk Approval Form* and the *Credit by Military Training form* and return to the PLA Coordinator.

4. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature to the appropriate Dean. The following items must be attached for demonstrations:
   a. Instructions for the hands-on demonstration
   b. The grading rubric
   c. Pictures of the finished product
   d. Completed *SME Crosswalk Approval Form*
   e. Signed *Credit by Military Training Form*
5. The Dean will review the PLA packet making any necessary comments. The Dean will submit the signed *Credit by Military Training Form* and the *SME Crosswalk Approval Form* to the PLA Coordinator's office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
6. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature from the Vice President of Academic Affairs (VPAA) office. The VPAA will review the PLA packet making any necessary comments. The VPAA will submit the signed *Credit by Military Training Form* and the *SME Crosswalk Approval Form* to the PLA Coordinator's office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
7. If approved, packet is routed to the PLA Data Analyst to enter information in the crosswalk tables and Banner equivalency table.
   a. The PLA Status Spreadsheet is updated by the PLA Coordinator's office.
   b. The PLA packet is forwarded to the Registrar's Office. The credit will be entered on the student's record as TRM.
   c. The Registrar's Office will notify the PLA Coordinator that the grade has been entered into Banner.
   d. The PLA Coordinator's office will enter a note into DegreeWorks and notify the student via the student's CGTC provided email account.
   e. The PLA Coordinator's office will update the PLA Status Spreadsheet, complete the *Prior Learning Assessment Result form*, scan documentation into the Approved folder on the PLA Drive, scan information into Extender, and file completed paperwork.
8. If credit is not approved, PLA Coordinator's office will update the PLA Status Spreadsheet, complete *Prior Learning Assessment Result form*, scan documentation into the Denied folder on the PLA Drive, enter a note into DegreeWorks, notify the student via the student's CGTC provided email account, and file completed paperwork.

Credit by Examination

Exemption Tests

CGTC may accept nationally-standardized test results or CGTC's Credit by Competency Exam (CBE) for select courses. Nationally standardized exams include the College-Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES DSST).

No required action is needed from the PLA Coordinator or SME. **No PLA Processing fees or credit hour fees are required for exemption tests.** Credit earned through an exemption test will be entered on the student's record as TR.

1. Students will request scores from the College Board online. The scores should be sent directly to the Registrar's Office.
2. If the student wants to take a CLEP exam, they will register and pay for the exam online. Web addresses are provided in the Credit by Competency Exam chapter of this document. The scores should be sent directly to the Registrar's Office.

Credit by Exam

1. The Cashier will:
    a. Verify the information on the *Application for Prior Learning Assessment* is correct.
    b. Verify the course number(s), course title(s), and credit hour(s) are correct in the PLA Request for Credit Table using supporting documentation.
    c. Collect payment from student.
    d. Sign and date the CGTC Cashier section of the Application for Prior Learning Assessment showing receipt of the PLA Processing Fee.
    e. Verify with Registrar's Office that the student has not previously attempted the course or a CBE for the course. Post payment to student's account.
    f. Return the completed form, attached documentation and receipt to student.
2. Once contacted by student, the program advisor will inform the student where and when the test will be administered. **The exam must be completed within four weeks of PLA fees payment**.
3. The student will provide the completed PLA packet and a valid photo ID, to the test administrator at the time of testing.
4. The test administrator will:
    a. Verify that all the information is entered on the *Application for Prior Learning Assessment* and that the form is signed and dated.
    b. Verify that the information entered in the PLA Request for Credit Table found on the *Application for Prior Learning Assessment* is correct. Check course number(s), course title(s), and credit hour(s) and that supporting documentation are attached.
    c. Verify that student name and ID are entered on the *Credit by Competency Exam Form*.
    d. Verify that the receipt for the PLA processing fee is attached to the *Application for Prior Learning Assessment*.
    e. Print, sign and date the *Application for Prior Learning Assessment* in the "For official use only" section.
    f. Administer the credit by Competency Exam using an assignment(s) or final exam that the student would be given in the actual course. The competency exam should be standard for all instructional sites within the program area.

g. Once the student completes the exam, the test administer will grade the exam using the standard rubric and enter the grade on the *Credit by Competency Exam Form*.
h. The test administrator will notify the student of the exam grade. The student must score 70 or higher for the attempt to be considered successful.
i. Sign and date the *Credit by Competency Exam Form.*
j. Add a note to DegreeWorks stating whether or not the student completed the exam successfully or unsuccessfully.
k. The test administrator will submit the completed *Application for Prior Learning Assessment* with receipt attached, *Credit by competency exam form*, rubric, graded exam, exam instructions, and pictures of finished product, if applicable, to the PLA Coordinator's Office.

5. The PLA Coordinator will:
    a. If attempt is successful, contact student concerning payment of awarded credit hour fee. Once receipt is received from student, Coordinator will attach the receipt and forward the PLA packet to the Registrar's Office.
    b. If attempt is not successful, forward the PLA packet to the Registrar's Office.
6. The Registrar's Office will:
    a. Sign and date the *Credit by Competency Exam Form.*
    b. If attempt is successful, enter the grade into Banner as EXE.
    c. If attempt is not successful, enter a note in DegreeWorks stating that an unsuccessful attempt was made.
    d. Scan PLA packet into Banner using Xtender.
    e. File original PLA packet in student's folder.

Documented Learning

CGTC recognizes that many professionals have documented learning experiences such as industry certifications, professional licensing boards, and continuing education credit. Examples include early childhood educators who hold a current Council for Professional Recognition Child Development Associate (CDA) credential and a current pediatric cardiopulmonary resuscitation (CPR)/first aid certification could be eligible for ECCE 1101, ECCE 1103, and ECCE 1105.

Standard PLA packets **(found in *Documented Learning Table*)**

The student will complete the *Application for Prior Learning Assessment* and pay the PLA Processing Fee plus awarded credit hour fee. The student will complete the *Credit by Documented Learning Form;* attach a copy of the current certification, licensure, or other previously approved documentation listed in the Documented Learning Table; attach the payment receipt; and submit the PLA packet to the Registrar's Office.

1. The Cashier will:
    a. Verify the information on the *Application for Prior Learning Assessment* is correct.
    b. Verify the course number(s), course title(s), and credit hour(s) are correct in the PLA Request for Credit Table using supporting documentation.
    c. Collect payment from student.
    d. Sign and date the CGTC Cashier section of the Application for Prior Learning Assessment showing receipt of the PLA Processing Fee plus awarded credit hour fee.
    e. Return the completed form, attached documentation and receipt to student.
2. The Registrar's Office will:
    a. Review the online *Documented Learning table* **[www.centralgatech.edu/PLA/DocumentedLearning.pdf]** to confirm that documented learning experience is classified as standard.
    b. Verify certification, licensure, or other previously approved documentation is attached and current.
    c. Print, sign and date the "For official use only" section of the *Application for Prior Learning Assessment.*
    d. Sign and date the *Credit by Documented Learning Form.* Check the Approved or Not Approved checkbox for each course listed on the form.
    e. Enter the grade into Banner as EXP.
    f. Scan PLA packet into Banner using Xtender.
    g. File original PLA packet in student's folder.

Non-Standard **(NOT found in *Documented Learning Table*)**

Student requesting credit for continuing education, apprenticeship, and/or industry training, should follow the steps in the Work Experience chapter. The student will complete the *Application for Prior Learning Assessment* and pay the PLA Processing Fee. The student will complete the *Credit by Documented Learning Form;* attach a copy of the current certification, licensure, or other documentation; attach the PLA Processing Fee receipt; and submit the PLA packet to the PLA Coordinator's office.

1. The Cashier will:
    a. Verify the information on the *Application for Prior Learning Assessment* is correct.
    b. Verify the course number(s), course title(s), and credit hour(s) are correct in the PLA Request for Credit Table using supporting documentation.

c. Collect payment from student.
d. Sign and date the CGTC Cashier section of the Application for Prior Learning Assessment showing receipt of the PLA Processing Fee.
e. Return the completed form, attached documentation and receipt to student.

2. When receiving PLA packet for Non-Standard PLA packets from the student:
    a. Verify that all the information is entered on the *Application for Prior Learning Assessment* and that the form is signed and dated.
    b. Verify that all the information is entered on the *Credit by Documented Learning Form* and that the form is signed and dated by the student.
    c. Verify that the information entered in the PLA Request for Credit Table found on the *Application for Prior Learning Assessment* is correct. Check course number(s), course title(s), and credit hour(s) and that supporting documentation are attached.
    d. Verify that a copy of the receipt for the PLA processing fee is attached to the *Application for Prior Learning Assessment*.
    e. Verify that a copy of the current certification, licensure, or other documentation is attached to the *Credit by Documented Learning form*.
    f. Verify that a brief explanation stating why credit should be issued for courses listed on the *Credit by Documented Learning form* is attached to *Credit by Documented Learning form*.
    g. **Recipient of PLA packet** – print, sign and date in the "For official use only" section of the *Application for Prior Learning Assessment.*
3. Submit the PLA packet to the PLA Coordinator.
    a. The PLA Coordinator will verify that all items in Step 2 above are attached and included in the PLA packet.
    b. The PLA Coordinator will attach a copy of the course standard(s) found in KMS to the PLA packet.
    c. The PLA information will be entered into the PLA Status Spreadsheet and forwarded to the Faculty Subject Matter Expert (SME).
    d. A copy of the PLA packet will be copied to the PLA Drive under the Pending folder.
4. The Faculty Subject Matter Expert will receive the PLA packet. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
    a. Obtain a copy of competencies for the certification, licensure, or other documentation which are typically available online.
    b. Using the competencies for the certification, licensure, or other documentation, course standards, and explanation the SME will evaluate all course competencies by completing the *SME Crosswalk Approval Form*. The form is located on the last page of this manual. Using the form, list all course competencies from the KMS Course Standard(s) in the left column. In the middle column, address how the course competency is met using the competencies obtained above. In the right column, add comments to each competency. Once the review is complete, check the Approved or Not Approved on the *Credit by Documented Learning form*.
    c. If it is determined that a hands-on demonstration is needed, the SME will work with the instructor to administer the demonstration. The demonstration should be an assignment or final exam given in the actual course for which credit is being requested. This exam **must** be a hands-on demonstration. The instructions for the hands-on demonstration, grading rubric, and pictures of the finished product should be submitted to the PLA Coordinator with the completed and signed *SME Crosswalk Approval Form* and the *Credit by Documented Learning form*. **Please note that the demonstration must be completed within one week of receiving the PLA packet from the PLA Coordinator's office.** Notify the PLA Coordinator if an extension of time is needed.
    d. If it is determined that no hands-on demonstration is needed, the SME will complete and sign the *SME Crosswalk Approval Form* and the *Credit by Documented Learning form* and return to the PLA Coordinator.

5. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature to the appropriate Dean. The following items must be attached for demonstrations:
    a. Instructions for the hands-on demonstration
    b. The grading rubric
    c. Pictures of the finished product
    d. Completed *SME Crosswalk Approval Form*
    e. Signed *Credit by Documented Learning Form*
6. The Dean will review the PLA packet making any necessary comments. The Dean will submit the signed *Credit by Documented Learning Form* and the *SME Crosswalk Approval Form* to the PLA Coordinator's office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
7. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature from the Vice President of Academic Affairs (VPAA) office. The VPAA will review the PLA packet making any necessary comments. The VPAA will submit the signed *Credit by Documented Learning Form* and the *SME Crosswalk Approval Form* to the PLA Coordinator's office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
8. If approved,
    a. The PLA Coordinator's office will contact the student concerning awarded credit hour fee payment.
    b. Once receipt of payment of awarded credit hour fee is received, the packet is routed to the PLA Data Analyst to enter information in the crosswalk tables and Banner equivalency table.
    c. The PLA Status Spreadsheet is updated by the PLA Coordinator's office.
    d. The PLA packet is forwarded to the Registrar's Office. The credit will be entered on the student's record as EXP.
    e. The Registrar's Office will notify the PLA Coordinator that the grade has been entered into Banner. The PLA Coordinator's office will enter a note into DegreeWorks and notify the student via the student's CGTC provided email account.
    f. The PLA Coordinator's office will update the PLA Status Spreadsheet, complete the *Prior Learning Assessment Result Form*, scan documentation into the Approved folder on the PLA Drive, scan information into Extender, and file completed paperwork.
9. If credit is not approved,
    a. PLA Coordinator's office will update the PLA Status Spreadsheet, complete *Prior Learning Assessment Result form*, scan documentation into the Denied folder on the PLA Drive, enter a note into DegreeWorks, notify the student via the student's CGTC provided email account, and file completed paperwork.

Work Experience

CGTC recognizes that learning can take place outside the confines of the traditional academic environment, including life learning acquired through employment experiences, training, and/or volunteer work. If assistance in needed to help identify college-level learning, student may contact program advisor or PLA Coordinator.

Standard PLA packets

There are no standard PLA packets accepted for Work Experience.

Non-Standard

1. The Cashier will:
    a. Verify the information on the *Application for Prior Learning Assessment* is correct.
    b. Verify the course number(s), course title(s), and credit hour(s) are correct in the PLA Request for Credit Table using supporting documentation.
    c. Collect payment from student.
    d. Sign and date the CGTC Cashier section of the *Application for Prior Learning Assessment* showing receipt of the PLA Processing Fee.
    e. Return the completed form, attached documentation and receipt to student.
2. When receiving PLA packet for Non-Standard PLA packets from the student:
    a. Verify that all the information is entered on the *Application for Prior Learning Assessment* and that the form is signed and dated.
    b. Verify that all the information is entered on the *Credit by Work Experience Form*.
    c. Verify that the information entered in the PLA Request for Credit Table found on the *Application for Prior Learning Assessment* is correct. Check course number(s), course title(s), and credit hour(s) and that supporting documentation are attached.
    d. Verify that the receipt for the PLA processing fee is attached to the *Application for Prior Learning Assessment.*
    e. Verify that a copy of the student's current resume is attached.
    f. Verify that a copy of the student's focused autobiography is attached.
    g. Verify that a copy of the student's employer letter of verification is attached, if applicable.
    h. Verify that a copy of the student's sample work is attached.
    i. Verify that supporting documentation to demonstrate prior learning is attached, if applicable.
    j. Verify that a copy of the course standard(s) found in KMS is attached.
    k. **Recipient of PLA packet** – print, sign and date in the "For official use only" section of the *Application for Prior Learning Assessment.*
3. Submit the PLA packet to the PLA Coordinator.
    a. Verify that all items in Step 2 above are attached and included in the PLA packet.
    b. Copy of the PLA packet will be copied to the PLA Drive under the Pending folder.
    c. The PLA information will be entered into the PLA Status Spreadsheet and forwarded to the Faculty Subject Matter Expert (SME).

4. The Faculty Subject Matter Expert will receive the PLA packet. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
    a. Complete the *Faculty Subject Matter Expert Portfolio Review Form*.
        i. Review each document submitted for relevant information to the PLA request.
        ii. If applicable, contact employer who wrote the employer letter of verification to verify the content of the letter. Record responses on the *Faculty Subject Matter Expert Portfolio Review Form* which is located immediately after this section. **If employment cannot be verified, PLA is denied**.
        iii. If applicable, verify that all licensure and/or certifications are current. Highlight expiration date and enter on *Faculty Subject Matter Expert Portfolio Review form*.
        iv. Using the resume, focused autobiography, employer letter of verification, sample work, other supporting documentation, and course standard(s) the faculty SME will evaluate all course competencies by completing the table on the *Faculty Subject Matter Expert Portfolio Review Form*.
        To complete the table:
            - Faculty SME will list the course competencies found in the KMS course standard and, indicate how the competencies are met by checking the appropriate checkbox. Add comments to each competency.
            - If the competency is not meet, the SME will add a comment to the form indicating that the competency was not meet with explanation.
            - Use additional forms if necessary.
        v. If it is determined that a hands-on demonstration is needed, the SME will work with the instructor to administer the demonstration. The demonstration should be an assignment or final exam given in the actual course in for which credit is being requested. This exam **must** be a hands-on demonstration. The instructions for the hands-on demonstration, grading rubric, and pictures of the finished product should be submitted to the PLA Coordinator with the completed the *Faculty Subject Matter Expert Portfolio Review Form,* along with the completed and signed *Credit by Work Experience form*. **Please note that the demonstration must be completed within one week of receiving the PLA packet from the PLA Coordinator's office**. Notify the PLA Coordinator if an extension of time is needed.
        vi. Once the review is complete, check the Approved or Not Approved on the *Credit by Work Experience Form.*
        vii. If it is determined that no hands-on demonstration is needed, the SME will complete the *Faculty Subject Matter Expert Portfolio Review Form,* complete and sign the *Credit by Work Experience form,* and return the PLA packet to the PLA Coordinator.
5. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature to the appropriate Dean. The following items must be attached for demonstrations:
    b. Instructions for the hands-on demonstration
    c. The grading rubric
    d. Pictures of the finished product
    e. Completed *Faculty Subject Matter Expert Portfolio Review Form*
    f. Signed *Credit by Documented Learning Form*
6. The Dean will review the PLA packet making any necessary comments. The Dean will submit the signed *Credit by Work Experience Form* and PLA packet to the PLA Coordinator's office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
7. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature from the Vice President of Academic Affairs (VPAA) office. The VPAA will review the PLA packet making any necessary comment. The VPAA will submit the signed *Credit by Work Experience Form* and PLA packet to the PLA Coordinator's office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
8. If approved, the PLA Coordinator's office will:

a. The PLA Coordinator's office will contact the student concerning awarded credit hour fee payment.
b. Once receipt of payment of awarded credit hour fee is received, update the PLA Status Spreadsheet.
c. Forward the PLA packet to the Registrar's Office. The credit will be entered on the student's record as EXP.
d. Confirm with the Registrar's Office that the grade has been entered into Banner.
e. Enter a note into DegreeWorks and notify the student via the student's CGTC provided email account.
f. Update the PLA Status Spreadsheet, complete *Prior Learning Assessment Result form*, scan documentation into the Approved folder on the PLA Drive, scan information into Xtender, and file completed paperwork.

9. If credit is not approved,
    a. PLA Coordinator's office will update the PLA Status Spreadsheet, complete *Prior Learning Assessment Result form*, scan documentation into the Denied folder on the PLA Drive, enter a note into DegreeWorks, notify the student via the student's CGTC provided email account, and file completed paperwork.

Faculty Subject Matter Expert Portfolio Review Form

Student ID Number: _____ **Student Name:** _____

Program of Study: _____ **Course Reviewed:** _____

Faculty Subject Matter Expert's Name: _____

Steps and Checklist for Faculty Subject Matter Expert

- ☐ Review each document submitted for information relevant to the PLA request
  - ☐ Resume
  - ☐ Focused Autobiography
  - ☐ Employer Letter of Verification (if applicable)
  - ☐ Sample Work
  - ☐ Supporting documentation

- ☐ If applicable, contact the supervisor identified in the Employer Letter of Verification to verify employment information – **If not verified, PLA is denied.**

  Name of Supervisor: _____ **Date Contacted:** _____

  Supervisor's Title: _____

- ☐ If applicable, verify that all licensure and/or certifications are current. **Expiration Date:** _____
- ☐ Complete the table below to document where competencies are demonstrated within the portfolio. Each competency must be listed in the TCSG Course Competency column, a document type must be checked, and each competency must include comments. If supporting documentation is checked, include the documentation type in the comment section. All course competencies must be met in order for PLA credit to be approved. Use additional forms if needed.
- ☐ Sign the *Credit by Work Experience Form* and return all documentation to the PLA Coordinator.

Comparison of Submitted Experiences to Course Competencies *(Use course standards as a checklist to compare submitted experiences to course competencies)*		
TCSG Course Competency	**Document Competency Demonstrated In**	**Comments to Support Decision**
Competency 1	☐ Resume ☐ Focused Autobiography ☐ Employer Letter of Verification ☐ Supporting documentation	
Competency 2	☐ Resume ☐ Focused Autobiography ☐ Employer Letter of Verification ☐ Supporting documentation	
Competency 3	☐ Resume ☐ Focused Autobiography ☐ Employer Letter of Verification ☐ Supporting documentation	
Competency 4	☐ Resume ☐ Focused Autobiography ☐ Employer Letter of Verification ☐ Supporting documentation	
Competency 5	☐ Resume ☐ Focused Autobiography ☐ Employer Letter of Verification ☐ Supporting documentation	

Non-Transferable Credit

CGTC recognizes credit from other institutions if the institutions have met the accrediting standards of the appropriate national or regional accrediting association. CGTC adheres to TCSG policy 5.1.8 and procedure 5.1.8p (available online at **https://tcsg.edu/tcsgpolicy/tcsg_policy_manual.pdf**) for accepting transfer credit from post-secondary institutions accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. A list of recognized accrediting agencies is available online at the *Regionally and Nationally Recognized Accreditation Agencies Table*. **[www.centralgatech.edu/PLA/AccreditationAgencies.pdf]** Course work completed at post-secondary institutions accredited by agencies not recognized by TCSG under policy 5.1.8 may be eligible for credit based on the procedures outlined below:

Standard PLA packets

There are no standard PLA packets accepted for Non-Transferable Credit.

Non-Standard

1. The Cashier will:
    a. Verify the information on the *Application for Prior Learning Assessment* is correct.
    b. Verify the course number(s), course title(s), and credit hour(s) are correct in the PLA Request for Credit Table using supporting documentation.
    c. Collect payment from student.
    d. Sign and date the CGTC Cashier section of the Application for Prior Learning Assessment showing receipt of the PLA Processing Fee.
    e. Return the completed form, attached documentation and receipt to student.
2. When receiving PLA packet for Non-Standard PLA packets from the student:
    a. Verify that all the information is entered on the *Application for Prior Learning Assessment* and that the form is signed and dated by the student.
    b. Verify that all the information is entered on the *Non-Transferable Credit Form* and that the form is signed and dated by the student.
    c. Verify with student that an official transcript has been requested and sent to the CGTC's Registrar's Office.
    d. Verify that the receipt for the PLA processing fee is attached to the *Application for Prior Learning Assessment*.
    e. Verify that the information entered in the PLA Request for Credit Table found on the *Application for Prior Learning Assessment* is correct. Check course number(s), course title(s), and credit hour(s) and that supporting documentation are attached.
    f. Verify with the student that the *Request for Non-Transferable Credit Form* and *Faculty Credentials Form* have been sent to the institution where the courses were taken.
    g. Verify that a copy of the course syllabus from each course taken at the instruction is attached.
    h. Verify that a copy of the course description from the other institution's catalog for each course for which credit is requested is attached.
    i. Verify that the title, publisher, and publication date of the required textbook(s) used for each course (if the information is not included on the syllabus) are attached.
    j. **Recipient of PLA packet** – print, sign and date in the "For official use only" section of the *Application for* Prior *Learning Assessment.*
3. Submit the PLA packet to the PLA Coordinator.
    a. Attach a copy of the course standard found in KMS to the PLA packet.
    b. Attach the completed and returned *Request for Non-Transferable Credit Form* and *Faculty Credentials Form* to the PLA packet.
    c. Contact Registrar's Office for copy of transcript and attach to PLA packet.
    d. Enter into the PLA Status Spreadsheet and forward to the Faculty Subject Matter Expert (SME).

e. A copy of the PLA packet will be copied to the PLA Drive under the Pending folder.

4. The Faculty Subject Matter Expert will receive the PLA packet. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
    a. Using the transcripts, faculty credentials, course syllabus, course description, course textbook information, and KMS course standards the SME will evaluate all course competencies by completing the *SME Crosswalk Approval Form*. The form is located on the last page of this manual. Using the form, list all KMS course competencies in the left column. In the middle column, address how the KMS Course competency is met using the course syllabus, description, and textbook information provided by student. In the right column, add comments to each competency. Once the review is complete, check the Approved or Not Approved on the *Credit by Non-Transferable Credit Form*.
    b. Once the review is complete, return the completed and signed *Credit by Non-Transferable Credit form* and PLA packet to the PLA Coordinator's office.
5. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature from the appropriate Dean. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.** The Dean will complete the following:
    a. Using the *Faculty Credential Form* verify that the faculty credentials meet the faculty credentialing criteria for the course for which credit is being requested by completing a Faculty Roster.
    b. After verifying faculty credentials, check approved or not approved as well as sign and date the "Official Use Only" item on the *Faculty Credentials Form*.
    c. Make any necessary comments.
    d. Sign and date the *Credit by Non-Transferable Credit Form* and submit to the PLA Coordinator's office.
6. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature from the Vice President of Academic Affairs (VPAA) office. The VPAA will review the PLA packet making any necessary comments. The VPAA will submit the signed *Credit by Non-Transferable Credit form and* the PLA packet to the PLA Coordinator's office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
7. If approved, the PLA Coordinator's office will:
    a. The PLA Coordinator's Office will contact the student concerning awarded credit hour fee payment.
    b. Once receipt of payment of awarded credit hour fee is received, update the PLA Status Spreadsheet.
    c. Forward the PLA packet to the Registrar's Office. The credit will be entered on the student's record as EXP.
    d. Confirm with the Registrar's Office that the grade has been entered into Banner.
    e. Enter a note into DegreeWorks and notify the student via the student's CGTC provided email account.
    f. Update the PLA Status Spreadsheet, complete *Prior Learning Assessment Result form*, scan documentation into the Approved folder on the PLA Drive, scan information into Xtender, and file completed paperwork.
8. If credit is not approved,
    a. PLA Coordinator's office will update the PLA Status Spreadsheet, complete *Prior Learning Assessment Result form*, scan documentation into the Denied folder on the PLA Drive, enter a note into DegreeWorks, notify the student via the student's CGTC provided email account, and file completed paperwork

Prior Learning Assessment Result

This form is to be completed by PLA Coordinator's office and filed with all PLA packets.

Student's Name: _____ **CGTC Student ID Number:** _____

Course Number	Course Title	Comments	Approved	Not Approved	Revision Requested
			☐	☐	☐ Date: _____
			☐	☐	☐ Date: _____
			☐	☐	☐ Date: _____
			☐	☐	☐ Date: _____

Resubmission date is 30 days from the notification date. Once the submission deadline has passed, the student may no longer be granted credit for the portfolio.

Comments: _____

_____

_____

_____

Checklist

- ☐ Updated PLA Status Spreadsheet
- ☐ Information added to the crosswalk tables and Banner equivalency table (if applicable)
- ☐ Information submitted to Registrar's Office. Grade entered into BANNER (if applicable)
- ☐ Information submitted to Xtender (if applicable)
- ☐ Note entered into DegreeWorks
- ☐ Student notified via email
- ☐ PLA moved to appropriate folder on PLA Drive
- ☐ Filed PLA packet in PLA Coordinator's office

STAFF MEMBER	SIGNATURE	DATE
PLA Coordinator or representative:		

Faculty Subject Matter Expert Crosswalk Approval Form

Please complete one form per course

CGTC Course _____ **Program** _____ **Faculty Subject Matter Expert** _____

PLA submissions must meet 80% of course competencies to receive PLA credit.

KMS Competency	Demonstrated In *(List the resource used for this determination)* ACE, JST, Job Description, Transcripts, Certifications/ Licensure, DSST Exam, Reference Letters, etc.	Comments – detailed explanation on how competency is meet

Use multiple forms if applicable

Approval Signatures

Staff Member	Signature	Date	Approve	Not Approve
Subject Matter Expert:			☐	☐
Dean:			☐	☐