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.

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

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