

# Credit by Documented Learning Form



First and Last Name: \_\_\_\_\_ CGTC Student ID Number: \_\_\_\_\_

## Steps and Checklist

Review the *Documented Learning Table* at [www.centralgategatech.edu/PLA/DocumentedLearning.pdf](http://www.centralgategatech.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 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 **Registrar'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
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

\* 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)		