



Registrar's Office

# PRIOR LEARNING ASSESSMENT APPLICATION CERTIFICATION AND CREDENTIALLED EXPERIENCE

**NOTE: Certifications and credentials must be recognized by industry or government.** Prior Learning Assessment credit awarded should not exceed two thirds of the program courses required to complete a degree. Students receiving alternative credit must meet residency requirements for their degree. Prior Learning Assessment credit awarded through certification review by institutional faculty will be noted as "PO" on the student's official transcript. Credits earned through Prior Learning Assessment may not be accepted by other colleges for transfer credit.

**STUDENT:** Please complete the top half of this form and submit to the Business Office for payment. Students may utilize their credit balance to pay the evaluation fee before the refund period. Once signed by the Business Office, submit this form to the course subject content expert along with original, official copies of your certification(s) or credentials for evaluation. **The \$25 evaluation fee is a fixed fee per review and must be paid before submitting materials to the evaluator; the fee is nonrefundable, regardless of credit status after evaluation.**

**EVALUATOR: The Evaluator must be a course subject content expert (i.e.; course instructor).** Assure that payment has been made with Business Office before evaluation. Record your recommendations, sign, date, and send this form directly to the Division Dean over the course for signature; the dean then forwards the completed form to the Registrar's Office. **Attach a photocopy of the official and original certification/credential used to meet course requirements.**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Program: \_\_\_\_\_ Program Advisor: \_\_\_\_\_

\$25 Fee Paid (non-refundable) \_\_\_\_\_  
Business Office Signature Date

*Based upon review of the submitted certification/credentials, credit is granted for the following course(s):*

| Zane State College Course ID | Zane State College Course ID |
|------------------------------|------------------------------|
|                              |                              |
|                              |                              |
|                              |                              |

**EVALUATOR: ATTACH PHOTOCOPY OF THE OFFICIAL CERTIFICATION/CREDENTIAL USED TO MEET COURSE REQUIREMENTS WITH STUDENT'S ID AND SUBMIT TO DEAN FOR APPROVAL**

\_\_\_\_\_  
Course Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Dean Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date Processed