PRIOR LEARNING ASSESSMENT APPLICATION
CERTIFICATION AND CREDENTIALED EXPERIENCE

NOTE: Prior Learning Assessment credit awarded should not exceed two thirds of the program courses required to complete a degree. Students receiving non-traditional 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, list the course(s) for which credit is being sought, 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 your program advisor along with original, official copies of your certification(s) or credentials. The $25 evaluation fee is a fixed fee per review and must be paid before submitting materials to the program advisor/dean; the fee is nonrefundable, regardless of credit status after evaluation.

PROGRAM ADVISOR: 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 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):

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<th>Zane State College Course ID</th>
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PROGRAM ADVISOR: ATTACH PHOTOCOPY OF THE OFFICIAL CERTIFICATION/ CREDENTIAL USED TO MEET COURSE REQUIREMENTS WITH STUDENT’S ID AND SUBMIT TO DEAN FOR APPROVAL

Program Advisor Approval: ___________________________ Date: ___________________________
Division Dean Approval: ___________________________ Date: ___________________________
Registrar’s Signature: ___________________________ Date Processed: _______________________

Copy #1 – Registrar’s Office Copy #2 – Program Advisor Copy #3 – Student

Forms/PLACertification and Credentialed Experience Application 8/2018