

Credit by Exemption Exam Form

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

Steps and Checklist

- Complete the *Application for Prior Learning Assessment* and attach to this form.
- Attach receipt for PLA processing fee to the *Application for Prior Learning Assessment*
- Contact the Registrar to schedule the exemption exam. The Registrar will let the student know where the test will be administered.

Present the *Application for Prior Learning Assessment, Credit by Exemption Exam Form*, receipt for PLA processing fee, and valid photo ID to the test administrator/instructor at the time of testing. The test administrator/instructor will submit the completed forms and graded exam to the Registrar’s Office.

To be completed by test administrator/instructor

| OFTC Course Number | OFTC Course Title | OFTC Credit Hours | Grade on Exemption Exam |
|--------------------|-------------------|-------------------|-------------------------|
| | | | |

| REQUIRED SIGNATURES | | |
|-------------------------------|-----------|------|
| | Signature | Date |
| Test Administrator/Instructor | | |
| Registrar | | |