

Credit by Professional Certification or Licensure Form

First and Last Name: _____

OFTC Student ID Number: _____

Steps and Checklist

Review the *Documented Learning Table* 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 Professional Certification or Licensure 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 Professional Certification or Licensure 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.

| OFTC Course Number | OFTC Course Title | OFTC Use Only – Approved or Not Approved |
|--------------------|-------------------|--|
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* Please contact program advisor or PLA Coordinator if unsure how to equate certification and/or licensure to course credit.

| Required Signatures | | |
|--|-----------|------|
| | Signature | Date |
| Student | | |
| Faculty Subject Matter Expert (Non-Standard Only) | | |
| Academic Affairs Dean (Non-Standard Only) | | |
| Vice President of Academic Affairs (Non-Standard Only) | | |
| Registrar | | |