

Pre-Evaluated Prior Learning List (PEL)

Requires one of the following types of documentation:

- **Certificate of Completion:** Student name, date of completion, and training provider information (seal, logo, signature, web URL, etc.).
- **License:** Student name, date of completion, training provider information (seal, logo, signature, web URL, etc.).
- **Transcript:** Student name, the title of course(s), date(s) of completion, amount of time taken to complete the course(s), and training provider information (seal, logo, signature, web URL, etc.).
- **Copy of Exam Report:** Student name, date of completion, training provider information (seal, logo, signature, website URL, etc.).

To be awarded credits listed on Pre-evaluated prior learning list, the title of certification, license and training provider must match what is listed. PLA evaluator may request additional documentation if needed, it is the student's responsibility to obtain all requested documentation.

Documentation created by the student or submitted as an editable document (Microsoft Word, Excel, PowerPoint, etc.) is not considered official. The training provider or training provider representative may email information directly to the PLA evaluator and it will be considered official.

Documentation Requirements

Credit Recommendation Guide (CRG)

Requires one of the following types of documentation:

- **Training Transcript:** Student name, the title of course(s), date(s) of completion, amount of time taken to complete the course(s) in hours/minutes, modality of course (instructor-led or web-based), and training provider information (seal, logo, signature, website URL, etc.).
- **Letter from Employer:** From training provider on company letterhead, signed by appropriate training or HR personnel listing: title of course(s), date(s) of completion, amount of time taken to complete course(s) – in some cases a brief course description for items that have titles that do not describe the course, and modality of course (instructor-led or web-based).
- **Student/Employee Training Record:** Student name, the title of course(s), date(s) of completion, amount of time taken to complete the course(s) in hours/minutes, modality of course (instructor-led or web-based), and training provider information (seal, logo, signature, website URL, etc.). In some cases a brief course description for items that have titles that do not describe the course, and modality of course (instructor-led or web-based).

"Contact Hours" are not acceptable; acceptable clock hours should be indicated in hours or minutes (example: 120 minutes or 2 hours); CEUs are acceptable. Course Descriptions should be from the year the course(s) were completed and come from an official source (training provider, training provider website, letter from training provider/representative, etc.).

Documentation created by the student or submitted as an editable document (MS Word, Excel, PowerPoint, etc.) is not considered official. The training provider or training provider representative may email information directly to the PLA evaluator and it will be considered official. To be awarded credit amount, course(s) must match the following on the CRG: course number, title and year.

Items not listed on the PEL or CRG

Requires one of the following types of documentation:

- **Transcript:** Student name, the title of course(s), date(s) of completion, amount of time taken to complete the course(s) in hours/minutes, modality of course (instructor-led or web-based), and training provider information (seal, logo, signature, website URL, etc.).
- **Letter from Employer:** From training provider on company letterhead, signed by appropriate training or HR personnel listing: title of course(s), date(s) of completion, amount of time taken to complete course(s) – in some cases a brief course description for items that have titles that do not describe the course, and modality of course (instructor-led or web-based).
- **Student/Employee Training Record:** Student name, the title of course(s), date(s) of completion, amount of time taken to complete the course(s) in hours/minutes, modality of course (instructor-led or web-based), and training provider information (seal, logo, signature, website URL, etc.). In some cases a brief course description for items that have titles that do not describe the course, and modality of course (instructor-led or web-based).

Acceptable clock hours should be indicated in hours or minutes (example: 120 minutes or 2 hours); CEUs are acceptable.

Documentation created by the student or submitted as an editable document (MS Word, Excel, PowerPoint, etc.) is not considered official. The training provider or training provider representative may email information directly to the PLA evaluator and it will be considered official.

Documentation Requirements

Experiential Learning Essays (ELE)

Requires all of the following documents:

Experiential Learning Essay

- Submitted in our Essay Template
- Appropriate word count for the number of credits desired (1, 2, or 3 credits) Written on approved course description/topic from PLA website
- Written according to Kolb's model of learning

Autobiography (submitted only one-time)

- 1,500 to 2,100 word count
- No template required
- Submitted one-time only
- Student name and IRN

Supporting Documentation

- Documentation should show specific example(s) of students experience with the experiential learning essay topic, resumes are not accepted.
- Each supporting document should be specific to each essay submitted.