Prior Learning Assessment (PLA) Process

Definitions:
- Prior Learning Assessment (PLA) - PLA is the evaluation and assessment of an individual's life learning for college credit, certification or advanced standing toward further education or training.

Important PLA Notes:
- PLA credits do not count towards credits for financial aid.
- Per college policy, PLA may not be attempted if you are enrolled in the course.
- If you do not pass the PLA attempt, you are still responsible for the PLA fee.
- You are only allowed to attempt PLA one time per course; tests may not be retaken.

Student’s Responsibilities:
1. Print form and fill out any “Completed by Student” sections.
2. Bring form to the faculty you are requesting PLA from. Go to www.fvtc.edu/staffdirectory to find faculty contact information.
3. Complete the PLA process per faculty instruction. If PLA is based on Work Experience, page 3 must be completed.
4. Pay the fee (see chart below) once Enrollment Services notifies you the charge has been posted on your account.
   - o PLA credits are not posted on your student record until payment has been processed.
   - o Payments may be made through your MyFVTC account with an eCheck (free service) or Credit Card (2.75% fee is added). Cash and checks are accepted at all FVTC locations.

<table>
<thead>
<tr>
<th>Type of Prior Learning Assessment (PLA)</th>
<th>Definition</th>
<th>PLA Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA Test</td>
<td>Sometimes referred to as challenge exams or institutional exams, usually requires an answer key to score.</td>
<td>$50</td>
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<tr>
<td>PLA Skills Demonstration</td>
<td>The active performance and demonstration of a student’s skills, usually requires a rubric or scoring guide to score.</td>
<td>$90</td>
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<tr>
<td>PLA Portfolio/Certification</td>
<td>A collection of artifacts and reflections of prior learning compiled by students to demonstrate mastery of competency, usually requires a rubric or scoring guide to score.</td>
<td>$90</td>
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</tbody>
</table>

* If two types of PLAs are needed for one course, only the higher fee of the two is charged.

Faculty Responsibilities:
- Work with student seeking PLA.
- When testing is complete, fill out the Results Section stating the student either passed or failed PLA attempt, sign and print name of faculty approving results.
- Send completed form via interoffice mail to Enrollment Services or scan and email to registrar@fvtc.edu for processing and advise the student the appropriate charges will be posted on their account.
- PLA forms will NOT be processed unless they come directly from faculty.

Enrollment Services Responsibilities:
- Notify student via email once form has been received and fee has been posted on student’s account.
- After fee has been paid, post PLA credits on the student’s account.
- Email the student once the credits have been posted and the process is complete.

Please contact Enrollment Services if you have any questions via email registrar@fvtc.edu or call (920) 735-5645.
## Prior Learning Assessment (PLA) Form

**Completed by Student:**

| Student Name: _________________________________ | Student ID #: __________________ |
| Phone Number: __________________ | Email Address: __________________ | Date of Birth: __________________ |

By signing this form, I acknowledge I will be assessed a fee (see chart below) for each Prior Learning Assessment attempt. I understand it is a non-refundable fee that must be paid whether I pass or fail.

| Student Signature: ____________________________ | Date: __________________ |

*Please complete page 3 if PLA is being requested based on Work Experience*

<table>
<thead>
<tr>
<th>Catalog Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prior Learning Assessment</th>
<th>Test Date</th>
<th>Results: Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Test $50</td>
<td>Skills Demo $90</td>
<td>Portfolio $90</td>
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**Comments:**

____________________________________
____________________________________
____________________________________
____________________________________

**Faculty Signature**

**Print Faculty’s Name**

**Date**

Send completed form via interoffice mail to Enrollment Services or scan and email to registrar@fvtc.edu.

PLA forms will *NOT* be processed unless they come directly from faculty.

**Office Use Only:**

**Initial and date:**

PLA form received: interoffice, email or brought in to ES by: ________________________________

Work Experience included (pg. 3)

PLA Fee posted (PLA Test $50 – PLA Skills Demo $90 – PLA Portfolio/Cert $90)

Student paid fee

PLA posted on student’s record (if awarded)

Student notified: [ ] Email  [ ] Phone

Imaged
Prior Learning Assessment (PLA) Based on Work Experience

Completed by Student:

<table>
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<th>Student Name:</th>
<th>Student ID #:</th>
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To obtain PLA for work experience, the following must be submitted along with any additional division requirements:

- Brief paragraph explaining how you have met the competencies through work experience for each course listed.
- Proof of competencies, i.e. samples of work, portfolio of work, performance appraisals, resume, certificates, detailed description documenting master of the competencies.
- Contact information for employer/supervisor of positions being used to obtain PLA for work experience. FVTC may contact your employer to confirm accuracy of documentation you provide.

Describe Work Experience:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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Provide the Following Information:

<table>
<thead>
<tr>
<th>Employer/Supervisor Name</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Requested Course</th>
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<tbody>
<tr>
<td>(print name)</td>
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<td>(8 digit catalog number)</td>
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