



PRIOR LEARNING ASSESSMENT APPLICATION

Student ID (required):

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Last Name:

First Name:

Middle Name/Initial:

Student Authorization: My signature confirms I have received PLA advisement from the Program Chair/Designate and that I authorize the assessment of my prior learning for credit in the following Lethbridge College course(s). I agree with the assessment methods to be used for the evaluation and also agree to pay any/all applicable PLA fees.

Current Program:

Student Signature: _____ Date: _____

Un-shaded Areas for 'Pre-Assessment' Use:

Assessment Information:

Course ID	Course Name	Crs Crds	PLA Fee	Evaluator's/Designate's Signature	PLC Yes/No	Date

Assessment Method(s) Used: Challenge Exam ☐ Portfolio ☐ Skills Demonstration ☐ Certifications ☐ Oral Interview ☐

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Assessment Method(s) Used: Challenge Exam ☐ Portfolio ☐ Skills Demonstration ☐ Certifications ☐ Oral Interview ☐

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Program Chair/Designate Confirmation: I confirm that the PLA applicant is currently admitted to the Lethbridge College program noted above and has received advisement regarding the assessment methods for the listed courses.

Program Chair/Designate:

Signature: _____ Date: _____

For Registrar's Office Use Only:

Billing Processing Initial: _____

Budget #:

1	0	-	0	0	0	-					-	4	5	0	1	1
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Grade Processing Initial: _____

(Complete Budget Number Required – Provided by Program Chair)

Freedom of Information and Protection of Privacy Notification

The personal information requested on this form is collected and protected under the authority of the Post-secondary Learning Act and the Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to correct your records and for uses consistent with this purpose. For further details please contact records@lethbridgecollege.ca.

Prior Learning Assessment Process

The Prior Learning Assessment process begins with a discussion between a student and the Program Chair/Designate from the student's current program. The meeting can take place in-person, via the phone or through an electronic/web based medium.

- 1) The Program Chair/Designate briefly discusses the student's prior learning experiences and provides the following information when it appears the student is a candidate for Prior Learning Assessment:
 - Guidelines for each course regarding how the student will demonstrate their prior learning, including one or more of the following: challenge exam, portfolio, skills demonstration, existing certifications, and oral interview.
 - PLA fees, as applicable.
 - Timelines involved.
 - Any other program specific information – contacts, process for setting a time for challenge exam or expected portfolio format, etc.

When the Student and Program Chair/Designate meet in-person:

- 2) Once the student makes an informed decision to proceed, they record their Student ID, full name and current academic program on the PLA Application form, then sign and date the Student Authorization.
- 3) The Program Chair/Designate records the course ID(s), name, credits and applicable fees on PLA Application form, validates the student's current program (through Colleague), then signs and dates the Program Chair/Designate Confirmation.
- 4) The Program Chair/Designate provides the student with their copy of the PLA Application form and proceeds, as applicable, with Step 8 (fees charged) or Step 10 (no fees charged).

When the Student and Program Chair/Designate do not meet in-person:

- 5) Once the student makes an informed decision to proceed, The Program Chair/Designate records the student's personal information, current program (validated through Colleague), the course ID(s), name, credits and applicable fees on PLA Application form, then signs and dates the Program Chair/Designate Confirmation.
- 6) The Program Chair/Designate faxes, scans and emails or mails the form to the student for their authorization signature, or the student sends an email to the Chair/Designate confirming their authorization. In this case, the email from the student must be attached to the completed PLA Application form.
- 7) Once the student authorization is received by the Program Chair/Designate, they proceed, as applicable, with Step 8 (fees charged) or Step 10 (no fees charged).

When PLA fees are charged:

- 8) PLA charges are based on the course learning credits times a flat rate, as follows:

Learning Credits (All Courses except CUP)	Billing Amount	Learning Credits (CUP Courses)	Billing Amount
1.5 cr	\$ 90.00	5.0 cr	\$200.00
3.0 cr	\$180.00		
6.0 cr	\$360.00		

- 9)
- 10) The Program Chair/Designate completes the Budget Code and delivers the PLA Application form to a Registration Specialist to process the PLA billing charge.
- 11) The Registration Specialist returns the PLA Application form to the Program Chair/Designate, who assigns an Evaluator to do the assessment, providing them with the same assessment guidelines, process and timeline information given to the student.

When PLA fees are not charged:

- 12) The Program Chair/Designate assigns an Evaluator to do the assessment, providing them with the same assessment guidelines, process and timeline information given to the student.

When the assessment is completed:

- 13) The Evaluator completes their portion of the assessment form (Evaluator Signature, PLC assignment (Y/N), Date and Assessment Methods used), then returns the form and any other required evaluation documentation to the Program Chair/Designate.
 - When the Evaluator indicates a "No" for the assignment of PLC (Prior Learning Credit) the Program Chair/Designate communicates the result to the student.
 - When the Evaluator indicates a "Yes" for the assignment of PLC (Prior Learning Credit) the Program Chair/Designate submits the PLA Application form to the Records Specialist who: records PLC for the applicable course on the student's record and communicates the results to the student.