



Prior Learning Assessment (PLA)

STUDENT HANDBOOK AND
ADMINISTRATOR'S GUIDE

Table of Contents

Student Handbook	4
Introduction	4
Ways to Earn PLA Credit at Oconee Fall Line Technical College	4
Required steps to apply for college credit for prior learning	5
Other notes about PLA	5
Special Accommodations	6
Non-Discriminatory Policy	6
Application for Prior Learning Assessment	7
Military Training	8
Procedure	8
Information and Next Steps	8
Credit by Military Training Form	10
Steps and Checklist	10
Credit by Examination	11
Nationally-Standardized Tests.....	11
Credit by Exemption Exam	11
Credit by Exemption Exam Form	13
Steps and Checklist	13
Documented Learning	14
Procedure	14
Information and Next Steps	14
Credit by Documented Learning Form	15
Steps and Checklist	15
Requested OFTC Course Credit	15
Work Experience	16
Procedure	16
Information and Next Steps	16
Guidelines for Portfolio	17
Credit by Work Experience Form	20
Steps and Checklist	20
Requested OFTC Course Credit	20
Non-Transferable Credit	21
Procedure	21
Information and Next Steps	21
Credit by Non-Transferable Credit Form	22
Steps and Checklist	22
Requested OFTC Course Credit	22
Request for Non-Transferable Credit Form	24
Institution Information	24
Courses for Review	24
Faculty Credentials Form	25

Acronyms and Abbreviations List.....	25
<i>Prior Learning Assessment (PLA) Administrator’s Guide.....</i>	27
Military Training	27
Credit by Examination	29
Exemption Tests	29
Credit by Exam	30
Documented Learning	31
Faculty Subject Matter Expert Portfolio Review Form.....	37
Steps and Checklist for Faculty Subject Matter Expert	37
Comparison of Submitted Experiences to Course Competencies.....	37
Non-Transferable Credit.....	39
Prior Learning Assessment Result	42
Comments: Checklist:	42
Faculty Subject Matter Expert Crosswalk Approval Form.....	43

Note: Forms and document referenced herein can be found online at <https://oftc.edu/admissions/prior-learning-assessment-pla/>

Student Handbook

Students will use the information in this section of the Prior Learning Assessment (PLA) Manual to request prior learning assessment credit.

Introduction

Prior Learning Assessment (PLA) is a pathway for assessing learning gained outside of a traditional academic environment. This learning acquired through military training, employment, volunteer experience, corporate training, independent study, non-transferable credit courses, or other relevant experience. Through PLA, faculty subject matter experts evaluate how prior experiences might translate to college-level knowledge, and how that knowledge might equate to college credit. PLA can save students time and money because they may not be required to take classes for material that has already been mastered. This manual provides instructions on how students may apply for PLA and provides an overview of the responsibilities of all parties in awarding academic course credit through PLA.

Ways to Earn PLA Credit at Oconee Fall Line Technical College

- **Military Training**
OFTC is committed to ensuring military service members and veterans receive credit for college level knowledge gained through service to our country. American Council on Education (ACE) recommendations are used to evaluate military training experiences for college credit. The PLA processing fee will be waived for evaluation of military training experiences for college credit.
- **Credit by Exam**
OFTC may accept scores from nationally-standardized tests such as the College-Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES DSST), or from OFTC's exemption exam for select courses. The PLA processing fee will be waived for nationally standardized tests, but not exemption.
- **Documented Learning**
OFTC recognizes that many professionals have college-level learning experiences via industry certifications, professional licensing boards, and continuing education credit.
- **Work Experience**
OFTC recognizes that college-level learning can take place outside the confines of the traditional academic environment, including life learning acquired through employment experiences, training, and/or volunteer work.
- **Non-Transferable Credit**
Non-transferable course work completed at post-secondary institutions that are NOT accredited by a regional or national accreditation agency recognized by the U.S. Department of Education is not eligible for transfer credit but may be eligible for course exemption credit.

Required steps to apply for college credit for prior learning

- Complete all OFTC admissions requirements to be accepted into a program at OFTC.
- Attach supporting documentation for the course(s) for which credit is being requested to the Application for Prior Learning Assessment; course documentation should include the course title, course number, curriculum description, and total credit hours. This information is available in the [OFTC Academic Handbook](#).
- Pay the \$50.00 PLA processing fee at the Cashier's window (Sandersville Campus or Dublin Campus). The processing fee is non-refundable and nontransferable. The Cashier will provide a receipt for the payment and note payment on the Application for Prior Learning Assessment.
- Attach the receipt to the Application for Prior Learning Assessment.
- Demonstrate college-level learning in the courses(s) requested via one or more of the following categories: military training, credit by competency exam, documented learning, work experience, non-transferable academic credit.
- Submit the appropriate forms and/or supporting documentation for review. Instructions, the appropriate form(s) required for submission, and the procedure for how to submit the information are included in the section for each category.

Other notes about PLA

- Any credit earned through PLA is considered exemption/transfer credit and, as such, is assigned credit rather than a course grade.
- PLA credit is not considered current course work to meet financial aid requirements.
- PLA credit does not fulfill any part of OFTC's residency credit requirements. In order to graduate from a program, at least 25% of a student's program credit hours must be completed at OFTC. Residency requirement for most Allied Health programs is 50%.
- Not all experiences and learning will be at the college level and are not guaranteed to receive credit. Reviewing the OFTC Catalog may help identify where knowledge overlaps course material.
- The final decision in all matters relating to the granting of academic credit rests with the Registrar and/or Vice President for Academic Affairs.

PLA Coordinator

Saketta Brown, Coordinator

Student Affairs

P: (478) 274-7643

E: sdbrown@oftc.edu

Registrar's Office

Jennifer Thigpen, Registrar

Student Affairs

P: (478) 240-5161

E: jthigpen@oftc.edu

Special Accommodations

OFTC recognizes the importance of encouraging and helping students with disabilities realize and maximize their academic and personal goals. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the College ensures that admission, services, activities, facilities and academic programs are equally accessible to and usable by qualified students with disabilities.

Reasonable accommodations are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for providing documentation of his/her disability and requesting appropriate accommodations.

Students seeking special accommodations should make an appointment with:

NORTH CAMPUS (Sandersville)

Saketta Brown

Coordinator, Career Services & Disability

(478) 240-5174

sdbrown@oftc.edu

Telephone numbers are accessible to persons who are hearing impaired through the Georgia Relay by dialing 711 or (800) 255-0056 from a TTY/TDD.

Non-Discriminatory Policy

As set forth in its student handbook, Oconee Fall Line Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

TITLE IX Coordinator

Janet Smith

Office: South Campus

WRS 112

478-274-7836

jrsmith@oftc.edu

ADA/504 Coordinator

Saketta Brown

Office: South Campus

WRS 112

478-274-7643 or

478-553-2124

sdbrown@oftc.edu

EEOC Officer

Rosemary Selby

Office: North Campus 205

478-553-2055

rselby@oftc.edu

Application for Prior Learning Assessment

First and Last Name: _____

OFTC Student ID Number: _____

Street Address: _____

Apt/Lot/Suite: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Student Email Address: _____@student.oftc.edu

Program of Study: Please select the Prior Learning Assessment Credit options requested (check all that apply):

- Military training
- Credit by Exemption Exam
- Documented learning
- Work experience
- Non-transferable credit

PLA processing fee

- Pay PLA processing fee at the cashier's window - \$50.00 per PLA application. All fees are non-refundable and non-transferable. **PLA processing fees will be waived for evaluation of military training experience for college credit and exemption tests.**
- OFTC Cashier:** \$50.00 processing fee collected
- Cashier Signature Date:**
- Attach payment receipt and supporting course documentation.

PLA Request for Credit Table:

To Be Completed by Student, Advisor, or Cashier

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

I certify that the information provided on this form and all supporting documentation is true and correct. I understand that I am not guaranteed a credit award and that the final decision in all matters relating to the granting of academic credit rests with the Registrar and/or the Vice President for Academic Affairs.

Student Signature Date

FOR OFFICIAL USE ONLY
Date Received: _____ Printed Name of OFTC Official Receiving PLA Packet : _____
Signature of OFTC Official Receiving PLA Packet: _____

Military Training

OFTC is committed to ensuring military service members and veterans receive credit for college-level knowledge gained through service to our country. American Council on Education (ACE) recommendations are used to evaluate military training experiences for college credit. Credit will be given when training experience meets the required competencies of the courses offered at the College. **PLA processing fees will be waived for evaluation of military training experiences for college credit.**

Procedure

Air Force

- Request an official transcript from the Community College of the Air Force online.
- Have the transcript sent to OFTC's Registrar's Office at Registrar@OFTC.edu. Credits earned through the Community College of the Air Force will be processed using the OFTC Transfer Student procedure. Please refer to OFTC handbook for details. Army, Coast Guard, Marine Corps, and Navy Complete the Application for Prior Learning Assessment.
- Complete all steps on the Credit by Military Training Form.
- Attach the Credit by Military Training Form and supporting documentation to the Application for Prior Learning Assessment. Review the Credit by Military Training Table online at [HYPERLINK] to determine if your credit by military training is classified as standard or non-standard. Check the box for standard or non-standard below; follow the steps for the appropriate classification:

Standard

- Submit the completed form and supporting documentation to the Registrar's Office:
 - By email: Registrar@OFTC.edu OR
 - In person at the Sandersville Campus or Dublin Campus.

Non-Standard

- Attach the ACE Course Exhibit, including recommendations, for all courses for which credit is being requested. Missing descriptions may result in credit not being granted.
- Complete and sign the Credit by Military Training Form
- Attach the Credit by Military Training Form and ACE Course Exhibit(s) to the completed Application for Prior Learning Assessment and submit all to the PLA Coordinator.
- Submit the completed forms and supporting documentation to the PLA Coordinator:
 - By email: sdbrown@oftc.edu OR
 - In person at the Sandersville Campus, Dublin Campus, or with the Center Director at any center location.

Information and Next Steps

- Faculty Subject Matter Experts will review non-standard credit by Military Training requests. Please allow four weeks for review after receipt of Joint Services Transcript;

student may be contacted for additional information or skills demonstration during the evaluation process.

- If a demonstration is required, the instructor will use the grading rubric based on the assignment or exam that the student would be given in the actual class. Courses must meet the same requirements as outlined in the Transfer Credit section of the OFTC Student Handbook.
- Upon completion of review, students will receive notification via their student email account. If credit is approved, the credit will be entered on the student record as TRM.

Credit by Military Training Form

(Army, Coast Guard, Marine Corps, and Navy Only)

First and Last Name: _____

OFTC Student ID Number: _____

Steps and Checklist

- Request an official transcript from Joint Services Transcript at joint service transcript. Have the transcript sent to OFTC’s Registrar’s Office at Registrar@OFTC.edu
- Review the Credit by Military Training Table online at: www.oftc.edu/wp-content/uploads/2026/04/OFTC_CreditByMilitaryTraining-Table.pdf to determine if your credit by military training 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 Credit by Military Training Table)
 - Complete and sign this form.
 - Attach the Credit by Military Training Form to the Application for Prior Learning Assessment and submit both to the Registrar’s Office.
- Non-Standard (NOT found in the Credit by Military Training Table)
- Complete the following table; search for courses using the ACE Military Guide at www.acenet.edu/militaryguide.

Military Transcript							
Requested OFTC Course Credit							
For Official Use Only							
ACE ID Number	Military Course Number/ Title	Credit	Course Number	Course Title	Credit	Approved	Not Approved

- Attach the ACE Course Exhibit, including recommendations, for all courses for which credit is being requested. Missing descriptions may result in credit not being granted.
- Complete and sign the Credit by Military Training Form.
- Attach the Credit by Military Training Form and ACE Course Exhibit(s) to the completed *Application for Prior Learning Assessment* and submit all to the PLA Coordinator.

Required Signatures	Signature	Date
Student		
Faculty Subject Matter Expert		
Program Dean		
Vice President of Academic Affairs		

Credit by Examination

OFTC may accept nationally-standardized test results or OFTC's Credit by Exemption Exam for select courses. Nationally standardized exams include the College-Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES DSST).

Nationally-Standardized Tests

- **CLEP (College-Level Examination Program):** Accepted with a score of 50 or higher.
- **AP (Advanced Placement):** Accepted with a score of "3" or higher.
- **DANTES DSST (DANTES Subjects Standardized Test):** Accepted with a score of 400 or higher.

Procedure

- Review the National Exemption Exam Table online at credit by competency exam for a list of accepted exams.
- If student has already completed a College Board or DSST exam, request scores from the College Board online at <https://ap.collegeboard.org>. Scores should be sent directly to the Registrar's office (student-delivered copies will not be accepted).
– AND/OR –
- Students wishing to take a CLEP exam can register and pay for the exam online at College Board. CLEP exams are not given on any OFTC campus.

Information and Next Steps

- Credit earned through an exemption test will be entered on the student's record as TR. **No PLA processing fee applies to Exemption Tests since they are processed as standard OFTC transfer credits.**

Credit by Exemption Exam

- **Credit by Exemption Exam:** OFTC administers institutional exemption exams for certain courses to determine if the student has already gained mastery of the course competencies. A score of 80 or higher must be achieved in order to receive credit. Please note that Credit by Exemption Exam credits may not be transferrable to other post-secondary institutions.

Procedure

- Complete the Application for Prior Learning Assessment
- Complete all steps on the Credit by Exemption Exam Form
- Pay PLA processing fee and attach receipt to the Application for Prior Learning Assessment
- Contact advisor to schedule Exemption Exam

- Attempt Exemption Exam

Information and Next Steps

Students may NOT take a Credit by Exemption Exam for previously attempted courses at OFTC that are within the OFTC course transfer guidelines as listed in the OFTC Handbook. Expired courses are eligible for Exemption Exam. The Exemption Exam must be completed within four weeks of payment of the PLA processing fee. Students are allowed one Exemption Exam attempt per course. If a given course has a prerequisite course requirement, the prerequisite must be satisfied by either exemption or successful completion of the course before exemption may be attempted.

- Earn a score of 80 or higher on the exam to receive course credit. If the student scores below 80, he/she should register for the course.
- Results of Exemption Exam may not be transferrable to any other institutions.
- Upon successful completion of Exemption Exam and processing by the Registrar's office, the credit will be entered on the student's record as EXE.

Credit by Exemption Exam Form

First and Last Name: _____

OFTC Student ID Number: _____

Steps and Checklist

- Complete the *Application for Prior Learning Assessment*
- Attach receipt for PLA processing fee to the Application for Prior Learning Assessment
- Enter first and last name and OFTC student ID Number above.
- Contact the program advisor to schedule the exemption exam. The program advisor 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 at the time of testing. The test administrator will submit the completed forms and graded exam to the Registrar's Office.

To Be Completed by Test Administrator

Course Number **Course Title** **Credit Hours** **Grade**

Required Signatures	Signature	Date
Test Administrator/Instructor		
Registrar		

Documented Learning

OFTC recognizes that many professionals have college-level documented learning experiences such as industry certifications, professional licensing boards, and continuing education credit.

Procedure

- Review the *Documented Learning Table* online at PLA documented learning to determine if the college-level documented learning experience is classified as standard or non-standard, and then follow the applicable steps below. 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 all steps on the Credit by *Documented Learning Form*.
- Submit the completed forms and supporting documentation to the Registrar's Office:
 - By email: Registrar@OFTC.edu OR
 - In person at the Sandersville Campus, Dublin Campus, or with the Center Director at any center location.

Non-Standard (NOT Found in the Documented Learning Table)

If credit for continuing education, apprenticeship, and/or industry training is being requested, **STOP HERE** and follow the steps in the Work Experience chapter.

All other non-standard documented learning experiences:

- Complete the Application for Prior Learning Assessment.
- Pay the PLA processing fee and attach receipt to the Application for Prior Learning Assessment.
- Complete all steps on the Credit by Documented Learning Form.
- Submit the completed forms and supporting documentation to the PLA Coordinator:
 - By email: sdbrown@oftc.edu OR
 - In person at the Sandersville Campus, Dublin Campus, or with the Center Director at any center location.

Information and Next Steps

- Faculty Subject Matter Experts will review non-standard Documented Learning requests. Please allow four weeks for review; student may be contacted for additional information or skills demonstration during the evaluation process.
- If a demonstration is required, the instructor will use the grading rubric based on the assignment or exam that the student would be given in the actual class. Courses must meet the same requirements as outlined in the Transfer Credit section of the OFTC Handbook.
- Upon completion of review, students will receive notification via their student email account. If credit is approved, the credit will be entered on the student's record as EXP.

Credit by Documented Learning Form

First and Last Name: _____

OFTC Student ID Number: _____

Steps and Checklist

Review the Documented Learning Table online at OFTC PLA Documented Learning 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 Documented Learning 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 Documented Learning 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.

Requested OFTC Course Credit

Course Number	Course Title	For Official Use Only
		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

** 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)		
Program Dean (Non-Standard)		
Vice President of Academic Affairs (Non-Standard)		
Registrar (Standard)		

Work Experience

OFTC recognizes that college-level learning can take place outside the confines of the traditional academic environment, including life learning acquired through employment experiences, training, and/or volunteer work. There are several ways to determine how a student's skills and knowledge might relate to a college-level course. If help is needed to identify the college-level learning that has grown from life experiences, please contact the program faculty advisor or the PLA Coordinator.

Work experience demonstrated through a portfolio may not be available in all program areas. Please check with the PLA Coordinator for a list of current programs.

Procedure

- If needed, contact program advisor or PLA Coordinator for help determining how work experience could equate to the concepts taught in the class (es) for which college-level credit is being requested.
- Request course standards from the program advisor or PLA Coordinator.
- Review the specific course standards and competencies for which credit is being requested.
- Complete a work experience portfolio using the guidelines for portfolios found below.
- Complete the Application for Prior Learning Assessment.
- Pay PLA processing fee and attach receipt to the Application for Prior Learning Assessment
- Complete all steps on the Credit by Work Experience Form.
- Submit the completed forms and portfolio of supporting documentation to the PLA Coordinator:
 - By email: sdbrown@oftc.edu OR
 - In person at the Sandersville Campus, Dublin Campus, or with the Center Director at any center location.

Information and Next Steps

- Faculty Subject Matter Experts will review Work Experience requests. Competencies must be met in order to receive PLA credit for course(s). Please allow four weeks for review; Student may be contacted for additional information or skills demonstration during the evaluation process.
- If a demonstration is required, the instructor will use the grading rubric based on the assignment or exam that the student would be given in the actual class. Courses must meet the same requirements as outlined in the *Transfer Section* of the [OFTC Handbook](#).
- Student will be notified via email if revisions are needed for the portfolio. The portfolio must be revised and resubmitted within 30 days of the notification date in order to be considered. Once the submission deadline has passed, student may no longer be granted credit for the portfolio.
- If credit is approved, the credit will be entered on the student's record as EXP.

Guidelines for Portfolio

The Faculty Subject Matter Expert will base the decision solely on the contents of the portfolio; therefore, it is important that the portfolio be typed, organized, and include ALL required documentation (additional relevant documentation may be included). The portfolio should reflect college-level work. The portfolio should contain the following items, please see below for detailed information.

- Current résumé
- Focused autobiography
- Employer Letter of Verification, if applicable
- Sample of Work
- Supporting documentation to demonstrate prior college-level learning

Current Resume

Résumé should include:

- Student's name, mailing address, e-mail address, and telephone numbers
- Educational experience with dates
- Employment experience with dates
- Community activities
- Other relevant activities

Focused Autobiography

The focused autobiography provides a sense of who the student is and shows where relevant experience and prior college-level learning match the course competencies. The focused autobiography should include:

- A description of the various experiences that contributed to learning
- Work Experiences
- Community Service Activities
- Workshops, Seminars, Training, and Non-Collegiate Courses
- Special Accomplishments
- A description of how each experience contributed to learning achievement.
- Dates and length of various experiences.
- Reference specific course competencies from the course standards for which credit is requested.

Employment Letter of Verification

The Employer Letter(s) of Verification serves as an outline of facts to support the information provided in the portfolio. It is not a personal recommendation or testimony of character. If the PLA request is not based on work experience, the employment letter of verification may not be necessary. The letter must be written on company letterhead from a current or past work supervisor and contain the following:

- An introduction by the supervisor that explains how he/she is acquainted with the student and how long they have been acquainted.
- A description of the student's experience, work duties and responsibilities
- Supervisor's contact information for verification of the information provided. PLA credit will not be given, if SME is unable to contact the supervisor to verify the information in the letter.
- Supervisor's signature and title

Sample of Work

The sample of work is used to demonstrate the ability to fulfill course competencies.

Examples may include:

- Sample documents
- Digital/electronic files
- Samples of projects
- Pictures of relevant projects too large to submit in sample form
- Technical illustrations, etc.

Supporting Documentation to Demonstrate Prior College-Level Learning

Supporting documentation to demonstrate prior college-level learning is a critical component of the entire portfolio. The student should include only those documents that are relevant to the PLA request. Underline or highlight the parts of the documentation that are relevant to the college-level learning. Do NOT send original copies of the documentation. OFTC is not responsible for returning any materials submitted with the PLA request.

Recommended Types of Documentation

The type of documents that the student may submit can vary greatly depending on the experience. The following are suggested examples, but this list is not all-inclusive.

Work Experience

- Proof of membership in professional or trade associations and membership requirements
- Letter from clients or peers describing tasks performed
- Military records, such as a DD214
- Letters of commendation
- Performance evaluations

Community Service Activities

- Commendations and awards
- Letters of verification from volunteer coordinator/director or project manager
- Newspaper and magazine clippings stating involvement
- Proof of membership in community service organizations

Workshops, Seminars, Training, and Non-Collegiate Courses

- Transcripts, training records, or other documentation verifying enrollment

- Copy of sign-in roster from clinical/practicum experiences
- Evidence of completion such as certificates, etc.
- Course descriptions, learning objectives, syllabi

Special Accomplishments

- Agenda or other supporting documentation from public presentations given
- Publications such as books, journal articles, etc.

Credit by Work Experience Form

First and Last Name: _____

OFTC Student ID Number: _____

Steps and Checklist

- If needed, contact program advisor or PLA Coordinator for help determining how work experience could equate to the concepts taught in the class (es) for which credit is being sought.
- Request course standards from the program advisor or PLA Coordinator.
- Review the specific course standards and competencies for which credit is being requested.
- Complete the Credit by Work Experience Form, including the table below.
- Prepare a portfolio that includes:
 - Completed and signed *Application for Prior Learning Assessment*
 - PLA processing fee receipt attached to the *Application for Prior Learning Assessment*
 - Completed *Credit by Work Experience Form*
 - Current resume
 - Focused autobiography
 - Employer Letter of Verification, if applicable
 - Sample work
 - Supporting documentation to demonstrate prior college-level learning
 - Copy of course standards
- Submit portfolio and all required documentation to the PLA Coordinator.
 - By email: sdbrown@oftc.edu OR
 - In person at the Sandersville Campus, Dublin Campus, or with the Center Director at any center location.

Submit the completed forms and supporting documentation to the PLA Coordinator’s Office.

Requested OFTC Course Credit

Course Number	Course Title	For Official Use Only
		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

** 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		
Program Dean		
Vice President of Academic Affairs		

Non-Transferable Credit

OFTC recognizes credit from other institutions if the institution has met the accrediting standards of the appropriate national or regional accrediting association. OFTC adheres to TCSG policy 5.1.8 for accepting transfer credit from post-secondary institutions accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. The policy is available online at TCSG Policy Manual). A list of recognized accrediting agencies is available online at the Regionally and Nationally Recognized Accreditation Agencies Tables at Accreditation Agencies. Course work completed at post-secondary institutions accredited by agencies not recognized by TCSG under policy 5.1.8 may be eligible for course exemption credit based on the procedures outlined below:

Procedure

- Complete the Application for Prior Learning Assessment
- Pay PLA processing fee and attach receipt to the Application for Prior Learning Assessment
- Request an official transcript to be sent to OFTC's Registrar's office at Registrar@OFTC.edu
- Complete all steps on the Credit by Non-Transferable Credit Form
- Submit the Request for Non-Transferable Credit and Faculty Credentials Forms to the other institution.
- Submit the completed forms and supporting documentation to the PLA Coordinator.
 - By email: sdbrown@oftc.edu OR
 - In person at the Sandersville Campus, Dublin Campus, or centers.

Information and Next Steps

- Faculty Subject Matter Experts will review the information provided. Please allow four weeks for review after receipt of Faculty Credentials Form from the other institution.
- Upon completion of review, students will receive notification via their student email account. If credit is approved, the credit will be entered on the student record as EXP.

Credit by Non-Transferable Credit Form

First and Last Name: _____

OFTC Student ID Number: _____

Steps and Checklist

- Request an official transcript to be sent to OFTC’s Registrar’s office at Registrar@OFTC.edu
- Complete Application for Prior Learning Assessment.
- Pay PLA processing fee and attach receipt to Application for Prior Learning Assessment.
- Complete only the following items on the Request for Non-Transferable Credit form:
 - Student’s Full Name (this should be the student’s name at the time of enrollment at the other institution)
 - Date of Birth
 - Student ID Number or Social Security Number (the student ID number should be from the other institution)
 - Institution Name
 - Courses for Review table

Submit the *Request for Non-Transferable Credit Form* and Faculty Credentials Form to the other institution and request that they complete both forms. If the institution has closed (i.e. is no longer in business), contact the Department of Education in the state in which the coursework was completed to locate the records.

Complete the *Credit by Non-Transferable Credit Form* and attach the following supporting documentation:

- Course syllabus from each course taken at the other institution.
- Course description from each other institution’s catalog for the appropriate year requested.
- Title, publisher, and publication date of the required textbook(s) used for each course (if the information is not included on the syllabus).

Complete the following table for each course(s) for which credit is being sought:

Requested OFTC Course Credit

Course Number	Course Title	For Official Use Only
		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

Complete this form, application, and submit all forms receipt, and supporting documentation to the PLA Coordinator.

- By email: sdbrown@oftc.edu OR
- In person at the Sandersville Campus, Dublin Campus, or Centers.

Required Signatures	Signature	Date
Student		
Faculty Subject Matter Expert		
Program Dean		
Vice President of Academic Affairs		

Request for Non-Transferable Credit Form

The Request for Non-Transferable Credit Form is required for a request for course exemption credit from a non-transferable institution. This form must be completed by the student and an **official representative** (academic supervisor such as a dean, program chair or director, the Registrar, or a human resources designee) from the other institution. A Faculty Credentials Form must be completed by the other institution and attached for each instructor of record.

Student's Full Name: _____

Date of Birth: _____

Student ID Number or Social Security Number (used at other institution): _____

Institution Information

Institution Information	
Institution Name:	
Street Address:	
City, State & Zip Code:	
Name of Official Representative and Title:	
Phone Number:	
Fax Number:	
Email Address:	

Courses for Review

Original Institution

Original Course Number and Title	Instructor of Record*

Oconee Fall Line Technical College

Credit Hours	Requested Course Number and Title

*A separate completed Faculty Credentials Form is required for each instructor of record.

Please return this form and a *Faculty Credentials Form* for each instructor of record to Oconee Fall Line Technical College via email at sdbrown@oftc.edu or via mail at:

Oconee Fall Line Technical College
 ATTN: Saketta Brown, PLA Coordinator
 560 Pinehill Road
 Dublin, GA 31021

Questions? Please contact Saketta Brown, PLA Coordinator, at (478) 274-7643 or sdbrown@oftc.edu.

Faculty Credentials Form

The Faculty Credentials Form is required for a request for course exemption credit from a non-transferable credit institution. This form must be completed by an **official representative** (academic supervisor such as a dean, program chair or director, the Registrar, or a human resources designee) from the institution and then attached to the *Request for Non-Transferable Credit Form*.

Name of Institution:

Name of Instructor of Record: _____

Requested Course Number and Title: _____

Faculty Credentials

Instructor's Degree*	Discipline	College/University Awarded	Year Awarded
----------------------	------------	----------------------------	--------------

Related Work Experience

Instructor's Degree	Description of Work Experience	Duration/Time of Experience
---------------------	--------------------------------	-----------------------------

*Faculty who receive degrees from international institutions must have their course work/credentials validated by an evaluation service affiliated with the National Association of Credential Evaluation Services, Inc. (NACES). For more information, visit NACES online.

My signature certifies that all information provided on this form is correct and accurate to the best of my knowledge.

Signature of Official Representative _____ Date _____

Printed Name of Official Representative Title _____

For Official Use Only

Completed by OFTC Dean: Faculty credentials meet the faculty credentialing criteria for the course for which credit is being requested. Please check approved or not approved once credential has been verified.

APPROVED _____ NOT APPROVED _____ Signature _____ Date: _____

Acronyms and Abbreviations List

This list can be used to explain the meaning of the acronyms used throughout this document.

Item Meaning

ACE	American Council on Education
ADA	Americans with Disabilities Act
AP	Advanced Placement
CLEP	College Level Examination Program
COMP	Introduction to Computers
CPR	Cardiopulmonary Resuscitation
DANTES / DSST	Defense Activity for Non-Traditional Educational Support/ DANTES Subject Standardized Tests
DD214	Certificate of Release or Discharge from Active Duty
EXE	Credit by Exemption (Exam) Code issued for Exemption Exams
EXP	Credit by Exemption (Portfolio) Code issued for Documented Learning, Work Experience, and Non-Transferable Credit
ID	Identification
JST	Joint Services Transcript
KMS	Knowledge Management System
NACES	National Association of Credential Evaluation Services, Inc.
OFTC	Oconee Fall Line Technical College
PLA	Prior Learning Assessment
SME	Faculty Subject Matter Expert
TCSG	Technical College System of Georgia
TR	Transfer Credit for Exemption Exam Code
TRM	Transfer Credit for Military Training Code
TTY/TDD	Teletype/ Telecommunications Device for the Deaf
VPAA	Vice President for Academic Affairs

Prior Learning Assessment (PLA)

Administrator's Guide

Faculty Subject Matter Experts will use the information in this section of the manual to complete the PLA Packet. Please contact the PLA Coordinator's office with any questions.

Military Training

OFTC is committed to ensuring military service members and veterans receive credit for college-level knowledge gained through service to our country. American Council on Education (ACE) recommendations are used to evaluate military training experiences for college credit. Credit will be given when training experience meets the required competencies of the courses offered at the College. **PLA processing fees will be waived for evaluation of military training experiences for college credit.**

Air Force – Students will request an official transcript from the Community College of the Air Force and have it sent to OFTC's Registrar's office. There is no action that needs to be taken other than the Registrar's office reviewing and awarding credit. No required action is needed from the PLA Coordinator or SME.

Standard PLA packets (found in Credit by Military Training Table) - The student will complete and sign the Credit by Military Training Form and Application for Prior Learning Assessment and submit them directly to the Registrar's office. No required action is needed from the PLA Coordinator or SME.

1. The Registrar's office will
 - a. Review the Credit by Military Training Table to confirm that military training is classified as Standard.
 - b. Enter on the student's record as TRM. Non-Standard PLA packets - Army, Coast Guard, Marine Corps, and Navy PLA Packets (NOT found in *Credit by Military Training Table*) When receiving PLA packet for a Non-Standard request from the student
 - c. Verify that all the information is entered on the *Application for Prior Learning Assessment* and that the form is signed and dated by the student. PLA Fees are waived for Military Training Credit Verify that all the information is entered on the Credit by Military Training Form and that the form is signed and dated by the student.
 - d. Check with student to make sure that an official transcript from Joint Services Transcript (JST) has been requested and sent to the OFTC's Registrar's office.
 - e. Verify that the ACE Course Exhibit, including recommendations, for all courses for which credit is being requested is attached to the form.

- f. **Recipient of PLA packet** – print, sign and date in the “For official use only” section of the Application for Prior Learning Assessment.
2. The PLA Coordinator will:
 - a. Verify that all items in Step 1 above are attached and included in the PLA packet.
 - b. Attach a copy of the course standard(s) found in KMS to the PLA packet.
 - c. Request a copy of the Joint Services transcript from the Registrar’s office and attach to the PLA packet.
 - d. Enter the PLA information into the PLA Status Spreadsheet.
 - e. Forward PLA packet to the Faculty Subject Matter Expert (SME).
 - f. Copy the PLA packet to the PLA Drive under the Pending folder.
3. The Faculty Subject Matter Expert will receive the PLA packet. – **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
 - a. Using the JST transcript, ACE Course Exhibit, and course standard(s), the SME will evaluate all course competencies by completing the SME Crosswalk Approval Form. The form is located on the last page of this manual. Using the form, list all course competencies from the KMS Course Standard(s) in the left column. In the middle column, address how the competency is met using the ACE and JST. In the right column, add comments to each competency. Once the review is complete, check Approved or Not Approved on the Credit by Military Training form.
 - b. If it is determined that a hands-on demonstration is needed, the SME will work with the instructor to administer the demonstration. The demonstration should be an assignment or final exam given in the actual course for which credit is being requested. This exam must be a hands-on demonstration. The instructions for the hands-on demonstration, grading rubric, and pictures of the finished product should be submitted to the PLA Coordinator with the completed and signed SME Crosswalk Approval Form and the Credit by Military Training form. **Please note that the demonstration must be completed within one week of receiving the PLA packet from the PLA Coordinator’s office.** Notify the PLA Coordinator if an extension of time if needed.
 - c. If it is determined that no hands-on demonstration is needed, the SME will complete and sign the *SME Crosswalk Approval Form* and the *Credit by Military Training form* and return to the PLA Coordinator.
4. The PLA Coordinator’s office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature to the appropriate Dean. The following items must be attached for demonstrations:
 - a. Instructions for the hands-on demonstration
 - b. The grading rubric
 - c. Pictures of the finished product
 - d. Completed SME Crosswalk Approval Form
 - e. Signed Credit by Military Training Form
5. The Dean will review the PLA packet making any necessary comments. The Dean will submit the signed Credit by Military Training Form and the *SME Crosswalk Approval Form* to the PLA Coordinator’s office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**

6. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature from the Vice President of Academic Affairs (VPAA) office. The VPAA will review the PLA packet making any necessary comments. The VPAA will submit the signed *Credit by Military Training Form* and the SME Crosswalk Approval Form to the PLA Coordinator's office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
7. If approved, packet is routed to the Registrar's Office to enter information in the crosswalk tables and Banner equivalency table.
 - a. The PLA Status Spreadsheet is updated by the PLA Coordinator's office.
 - b. The PLA packet is forwarded to the Registrar's office. The credit will be entered on the student's record as TRM.
 - c. The Registrar's office will notify the PLA Coordinator that the grade has been entered into Banner. The PLA Coordinator's office will enter a note into DegreeWorks and notify the student via the student's OFTC provided email account.
 - d. The PLA Coordinator's office will update the PLA Status Spreadsheet, complete the *Prior Learning Assessment Result form*, scan documentation into the approved folder on the PLA Drive, scan information into aXs, and file completed paperwork.
8. If credit is not approved, PLA Coordinator's office will update the PLA Status Spreadsheet, complete Prior Learning Assessment Result form, scan documentation into the Denied folder on the PLA Drive, enter a note into DegreeWorks, notify the student via the student's OFTC provided email account, and file completed paperwork.

Credit by Examination

Exemption Tests

OFTC may accept nationally-standardized test results or OFTC's Exemption Exam for select courses. Nationally standardized exams include the College-Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES DSST).

No required action is needed from the PLA Coordinator or SME. **No PLA Processing fees are required for nationally standardized tests.** Credit earned through nationally-standardized will be entered on the student's record as TR.

1. Students will request scores from the College Board online. The scores should be sent directly to the Registrar's office.
2. If the student wants to take a CLEP exam, he/she will register and pay for the exam online. Web addresses are provided in the Credit by Competency Exam chapter of this document. The scores should be sent directly to the Registrar's office. OFTC is not a test site for these exams.

Credit by Exam

1. The Cashier will:
 - a. Verify the information on the Application for Prior Learning Assessment is correct.
 - b. Verify the course number(s), course title(s), and credit hour(s) are correct in the PLA Request for Credit Table using supporting documentation.
 - c. Collect payment from student.
 - d. Sign and date the OFTC Cashier section of the Application for Prior Learning Assessment showing receipt of the PLA Processing Fee. Verify with Registrar's office that the student has not previously attempted the course or a CBE for the course. Post payment to student's account. Return the completed form, attached documentation and receipt to student.
2. Once contacted by student, the program advisor will inform the student where and when the test will be administered. **The exam must be completed within four weeks of PLA processing fee payment.**
3. The student will provide the completed PLA packet and a valid photo ID to the test administrator at the time of testing.
4. The test administrator will
 - a. Verify that all the information is entered on the *Application for Prior Learning Assessment* and that the form is signed and dated. Verify that the information entered in the *PLA Request for Credit Table* found on the *Application for Prior Learning Assessment* is correct. Check course number(s), course title(s), and credit hour(s) and that supporting documentation are attached. Verify that student name and ID are entered on the *Credit by Exemption Exam Form*.
 - b. Verify that the receipt for the PLA processing fee is attached to the *Application for Prior Learning Assessment*.
 - c. Print, sign and date the *Application for Prior Learning Assessment* in the "For official use only" section.
 - d. Administer the credit by Exemption Exam using an assignment or final exam that the student would be given in the actual class. The Exemption Exam should be standard for all instructional sites within the program area.
 - e. Once the student completes the exam, the test administrator will grade the exam using the standard rubric and enter the grade on the *Credit by Exemption Exam Form*. The test administrator will notify the student of the exam grade. The student must score 80 or higher for the attempt to be considered successful.
 - f. Sign and date the Credit by Exemption Exam Form
 - g. The test administrator will submit the completed *Application for Prior Learning Assessment* with receipt attached, *Credit by competency exam form*, rubric, graded exam, exam instructions, and pictures of finished product, if applicable, to the Registrar's Office.
5. The Registrar's office will
 - a. Sign and date the *Credit by Exemption Exam Form*.
 - b. If attempt is successful, enter the grade into Banner as EXE
 - c. If attempt is not successful, enter a note in DegreeWorks stating that an unsuccessful attempt was made.
 - d. Scan PLA packet into Banner using aXs.

- e. File original PLA packet in student's folder

Documented Learning

OFTC recognizes that many professionals have documented learning experiences such as industry certifications, professional licensing boards, and continuing education credit.

Standard PLA packets (found in Documented Learning Table) – The student will complete the *Application for Prior Learning Assessment* and pay the PLA Processing Fee. The student will complete the Credit by Documented Learning Form; attach a copy of the current certification, licensure, or other previously approved documentation listed in the Documented Learning Table; attach the PLA processing fee receipt; and submit the PLA packet to the Registrar's office.

1. The Cashier will
 - a. Verify the information on the Application for Prior Learning Assessment is correct.
 - b. Verify the course number(s), course title(s), and credit hour(s) are correct in the PLA Request for Credit Table using supporting documentation.
 - c. Collect payment from student.
 - d. Sign and date the OFTC Cashier section of the Application for Prior Learning Assessment showing receipt of the PLA Processing Fee. Return the completed form, attached documentation and receipt to student.
2. The Registrar's office will
 - a. Review the online Documented Learning table OFTC PLA Documented Learning to confirm that documented learning experience is classified as standard.
 - b. Verify certification, licensure, or other previously approved documentation is attached and current.
 - c. Print, sign and date the "For official use only" section of the *Application for Prior Learning Assessment*.
 - d. Sign and date the Credit by Documented Learning Form. Check the Approved or Not Approved checkbox for each course listed on the form.
 - e. Enter the grade into Banner as EXP.
 - f. Scan PLA packet into Banner using aXs.
 - g. File original PLA packet in student's folder.

Non-Standard PLA packets (NOT found in Documented Learning Table) – Student requesting credit for continuing education, apprenticeship, and/or industry training, should follow the steps in the Work Experience chapter. The student will complete the Application for Prior Learning Assessment and pay the PLA Processing Fee. The student will complete the Credit by Documented Learning Form; attach a copy of the current certification, licensure, or other documentation; attach the PLA processing fee receipt; and submit the PLA packet to the PLA Coordinator's office.

1. Cashier will

- a. Verify the information on the *Application for Prior Learning Assessment* is correct.
 - b. Verify the course number(s), course title(s), and credit hour(s) are correct in the PLA Request for Credit Table using supporting documentation.
 - c. Collect payment from student.
 - d. Sign and date the OFTC Cashier section of the *Application for Prior Learning Assessment* showing receipt of the PLA Processing Fee. Return the completed form, attached documentation and receipt to student.
2. When receiving PLA packet for Non-Standard PLA packets from the student:
- a. Verify that all the information is entered on the *Application for Prior Learning Assessment* and that the form is signed and dated. Verify that all the information is entered on the *Credit by Documented Learning Form* and that the form is signed and dated by the student.
 - b. Verify that the information entered in the PLA Request for Credit Table found on the *Application for Prior Learning Assessment* is correct. Check course number(s), course title(s), and credit hour(s) and that supporting documentation are attached.
 - c. Verify that a copy of the receipt for the PLA processing fee is attached to the *Application for Prior Learning Assessment*.
 - d. Verify that a copy of the current certification, licensure, or other documentation is attached to the *Credit by Documented Learning form*.
 - e. Verify that a brief explanation stating why credit should be issued for courses listed on the *Credit by Documented Learning form* is attached to *Credit by Documented Learning form*.
 - f. **Recipient of PLA packet** – print, sign and date in the “For official use only” section of the *Application for Prior Learning Assessment*.
3. Submit the PLA packet to the PLA Coordinator.
- a. The PLA Coordinator will verify that all items in Step 2 above are attached and included in the PLA packet.
 - b. The PLA Coordinator will attach a copy of the course standard(s) found in KMS to the PLA packet.
 - c. The PLA information will be entered into the PLA Status Spreadsheet and forwarded to the Faculty Subject Matter Expert (SME).
 - d. A copy of the PLA packet will be copied to the PLA Drive under the Pending folder.
4. The Faculty Subject Matter Expert will receive the PLA packet. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
- a. Obtain a copy of competencies for the certification, licensure, or other documentation which are typically available online.
 - b. Using the competencies for the certification, licensure, or other documentation, course standards, and explanation, the SME will evaluate all course competencies by completing the *SME Crosswalk Approval Form*. The form is located on the last page of this manual. Using the form, list all course competencies from the KMS Course Standard(s) in the left column. In the middle column, address how the course competency is met using the competencies obtained above. In the right column, add comments to each competency. Once

the review is complete, check the Approved or Not Approved on the Credit by Documented Learning form.

- c. If it is determined that a hands-on demonstration is needed, the SME will work with the instructor to administer the demonstration. The demonstration should be an assignment or final exam given in the actual course for which credit is being requested. This exam must be a hands-on demonstration. The instructions for the hands-on demonstration, grading rubric, and pictures of the finished product should be submitted to the PLA Coordinator with the completed and signed *SME Crosswalk Approval Form* and the *Credit by Documented Learning form*. **Please note that the demonstration must be completed within one week of receiving the PLA packet from the PLA Coordinator's office. Notify the PLA Coordinator if an extension of time is needed.**
 - d. If it is determined that no hands-on demonstration is needed, the SME will complete and sign the *SME Crosswalk Approval Form* and the *Credit by Documented Learning form* and return to the PLA Coordinator.
5. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature to the appropriate Dean. The following items must be attached for demonstrations:
 - a. Instructions for the hands-on demonstration
 - b. The grading rubric
 - c. Pictures of the finished product
 - d. Completed *SME Crosswalk Approval Form*
 - e. Signed *Credit by Documented Learning Form*
6. The Dean will review the PLA packet making any necessary comments. The Dean will submit the signed *Credit by Documented Learning Form* and the *SME Crosswalk Approval Form* to the PLA Coordinator's office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
7. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature from the Vice President of Academic Affairs (VPAA) office. The VPAA will review the PLA packet making any necessary comments. The VPAA will submit the signed *Credit by Documented Learning Form* and the *SME Crosswalk Approval Form* to the PLA Coordinator's office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
8. If approved, the packet is routed to the Registrar's Office to enter information in the crosswalk tables and Banner equivalency table. The PLA Status Spreadsheet is updated by the PLA Coordinator's office.
 - a. The PLA packet is forwarded to the Registrar's office. The credit will be entered on the student's record as EXP.
 - b. The Registrar's office will notify the PLA Coordinator that the grade has been entered into Banner. The PLA Coordinator's office will enter a note into DegreeWorks and notify the student via the student's OFTC provided email account.
 - c. The PLA Coordinator's office will update the PLA Status Spreadsheet, complete the *Prior Learning Assessment Result Form*, scan documentation into the

Approved folder on the PLA Drive, scan information into aXs, and file completed paperwork.

9. If credit is not approved, PLA Coordinator's office will update the PLA Status Spreadsheet, complete *Prior Learning Assessment Result form*, scan documentation into the Denied folder on the PLA Drive, enter a note into DegreeWorks, notify the student via the student's OFTC provided email account, and file completed paperwork. Work Experience OFTC recognizes that learning can take place outside the confines of the traditional academic environment, including life learning acquired through employment experiences, training, and/or volunteer work. If assistance is needed to help identify college-level learning, student may contact program advisor or PLA Coordinator. Work experience demonstrated through a portfolio may not be available in all program areas. Please check with the PLA Coordinator for a list of current programs.

Standard PLA packets – There are no standard PLA packets accepted for Work Experience.

Non-Standard PLA Packets

1. The Cashier will:
 - a. Verify the information on the *Application for Prior Learning Assessment* is correct.
 - b. Verify the course number(s), course title(s), and credit hour(s) are correct in the PLA Request for Credit Table using supporting documentation.
 - c. Collect payment from student.
 - d. Sign and date the OFTC Cashier section of the *Application for Prior Learning Assessment* showing receipt of the PLA Processing Fee.
 - e. Return the completed form, attached documentation and receipt to student.
2. When receiving PLA packet for Non-Standard PLA packets from the student:
 - a. Verify that all the information is entered on the *Application for Prior Learning Assessment* and that the form is signed and dated. Verify that all the information is entered on the *Credit by Work Experience Form*.
 - b. Verify that the information entered in the PLA Request for Credit Table found on the *Application for Prior Learning Assessment* is correct. Check course number(s), course title(s), and credit hour(s) and that supporting documentation are attached.
 - c. Verify that the receipt for the PLA processing fee is attached to the *Application for Prior Learning*
 - d. *Assessment*
 - e. Verify that a copy of the student's current résumé is attached.
 - f. Verify that a copy of the student's focused autobiography is attached.
 - g. Verify that a copy of the student's employer letter of verification is attached, if applicable.
 - h. Verify that a copy of the student's sample work is attached.
 - i. Verify that supporting documentation to demonstrate prior learning is attached, if applicable.
 - j. Verify that a copy of the course standard(s) found in KMS is attached.
 - k. **Recipient of PLA packet** – print, sign and date in the "For official use only" section of the *Application for Prior Learning Assessment*.

3. Submit the PLA packet to the PLA Coordinator.
 - a. Verify that all items in Step 2 above are attached and included in the PLA packet.
 - b. Copy of the PLA packet will be copied to the PLA Drive under the Pending folder.
 - c. The PLA information will be entered into the PLA Status Spreadsheet and forwarded to the Faculty Subject Matter Expert (SME).
 - d. The Faculty Subject Matter Expert will receive the PLA packet. PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.
 - e. Complete the *Faculty Subject Matter Expert Portfolio Review Form*.
 - i. Review each document submitted for relevant information to the PLA request.
 - ii. If applicable, contact employer who wrote the employer letter of verification to verify the content of the letter. Record responses on the Faculty Subject Matter Expert Portfolio Review Form which is located immediately after this section. If employment cannot be verified, PLA is denied.
 - iii. If applicable, verify that all licensure and/or certifications are current. Highlight expiration date and enter on Faculty Subject Matter Expert Portfolio Review form.
 - iv. Using the résumé, focused autobiography, employer letter of verification, sample work, other supporting documentation, and course standard(s) the faculty SME will evaluate all course competencies by completing the table on the *Faculty Subject Matter Expert Portfolio Review Form*.

1. To complete the table:

- a. Faculty SME will list the course competencies found in the KMS course standard and indicate how the competencies are met by checking the appropriate checkbox. Add comments to each competency.
- b. If the competency is not meet, the SME will add a comment to the form indicating that the competency was not meet with explanation. Use additional forms if necessary.
- v. If it is determined that a hands-on demonstration is needed, the SME will work with the instructor to administer the demonstration. The demonstration should be an assignment or final exam given in the actual course for which credit is being requested. This exam must be a hands-on demonstration. The instructions for the hands-on demonstration, grading rubric, and pictures of the finished product should be submitted to the PLA Coordinator with the completed the *Faculty Subject Matter Expert Portfolio Review Form*, along with the completed and signed *Credit by Work Experience form*. Please note that the demonstration must be completed within one week of receiving the PLA packet from the PLA Coordinator's office. Notify the PLA Coordinator if an extension of time is needed.
- vi. Once the review is complete, check the Approved or Not Approved on the *Credit by Work Experience Form*.

- vii. If it is determined that no hands-on demonstration is needed, the SME will complete the *Faculty Subject Matter Expert Portfolio Review Form*, complete and sign the *Credit by Work Experience form*, and return the PLA packet to the PLA Coordinator.
4. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature to the appropriate Dean. The following items must be attached for demonstrations:
 - a. Instructions for the hands-on demonstration
 - b. The grading rubric
 - c. Pictures of the finished product
 - d. Completed Faculty Subject Matter Expert Portfolio Review Form
 - e. Signed Credit by Documented Learning Form
5. The Dean will review the PLA packet making any necessary comments. The Dean will submit the signed *Credit by Work Experience Form* and PLA packet to the PLA Coordinator's office. PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.
6. The PLA Coordinator's office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature from the Vice President of Academic Affairs (VPAA) office. The VPAA will review the PLA packet making any necessary comment. The VPAA will submit the signed *Credit by Work Experience Form* and PLA packet to the PLA Coordinator's office. PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.
7. If approved, the PLA Coordinator's office will: Update the PLA Status Spreadsheet.
 - a. Forward the PLA packet to the Registrar's office. The credit will be entered on the student's record as EXP.
 - b. Confirm with the Registrar's office that the grade has been entered into Banner.
 - c. Enter a note into DegreeWorks and notify the student via the student's OFTC provided email account.
 - d. Update the PLA Status Spreadsheet, complete *Prior Learning Assessment Result form*, scan documentation into the Approved folder on the PLA Drive, scan information into aXs, and file completed paperwork.
8. If credit is not approved, PLA Coordinator's office will update the PLA Status Spreadsheet, complete *Prior Learning Assessment Result form*, scan documentation into the Denied folder on the PLA Drive, enter a note into DegreeWorks, notify the student via the student's OFTC provided email account, and file completed paperwork.

Faculty Subject Matter Expert Portfolio Review Form

Student ID Number: _____ Course Reviewed: _____

Faculty Subject Matter Expert's Name: _____

Program: _____

Steps and Checklist for Faculty Subject Matter Expert

Review each document submitted for information relevant to the PLA request.

- Resume Focused Autobiography
- Employer Letter of Verification (if applicable)
- Sample Work
- Supporting documentation
- If applicable, contact supervisor identified in the Employer Letter of Verification to verify employment information – **If not verified, PLA is denied.**

Name of Supervisor: _____ Date Contacted: _____

Supervisor's Title: _____ If applicable, verify that all licensure and/or certifications are current.

Expiration Date: _____

- Complete the table below to document where competencies are demonstrated within the portfolio. Each competency must be listed in the TCSG Course Competency column, a document type must be checked, and each competency must include comments. If supporting documentation is checked, include the documentation type in the comment section. All course competencies must be met in order for PLA credit to be approved. Use additional forms is needed.

Comparison of Submitted Experiences to Course Competencies

(Use course standards as a checklist to compare submitted experiences to course competencies)

TCSG Course Competency	Document Competency Demonstrated In	Comments to Support Decision
Competency 1	<input type="checkbox"/> Résumé <input type="checkbox"/> Focused Autobiography <input type="checkbox"/> Employer Letter of Verification <input type="checkbox"/> Supporting documentation	
Competency 2	<input type="checkbox"/> Résumé <input type="checkbox"/> Focused Autobiography <input type="checkbox"/> Employer Letter of Verification <input type="checkbox"/> Supporting documentation	
Competency 3	<input type="checkbox"/> Résumé <input type="checkbox"/> Focused Autobiography <input type="checkbox"/> Employer Letter of Verification <input type="checkbox"/> Supporting documentation	

Competency 4	<input type="checkbox"/> Résumé <input type="checkbox"/> Focused Autobiography <input type="checkbox"/> Employer Letter of Verification <input type="checkbox"/> Supporting documentation	
Competency 5	<input type="checkbox"/> Résumé <input type="checkbox"/> Focused Autobiography <input type="checkbox"/> Employer Letter of Verification <input type="checkbox"/> Supporting documentation	

Sign the *Credit by Work Experience Form* and return all documentation to the PLA Coordinator.

Non-Transferable Credit

OFTC recognizes credit from other institutions if the institutions have met the accrediting standards of the appropriate national or regional accrediting association. OFTC adheres to TCSG policy 5.1.8 (available online at TCSG policy manual) for accepting transfer credit from post-secondary institutions accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. A list of recognized accrediting agencies is available online at the *Regionally and Nationally Recognized Accreditation Agencies Table*. Course work completed at post-secondary institutions accredited by agencies not recognized by TCSG under policy 5.1.8 may be eligible for credit based on the procedures outlined below:

Standard PLA packets – There are no standard PLA packets accepted for Non-Transferable Credit.

Non-Standard PLA Packets

1. The Cashier will:
 - a. Verify the information on the *Application for Prior Learning Assessment* is correct.
 - b. Verify the course number(s), course title(s), and credit hour(s) are correct in the PLA Request for Credit Table using supporting documentation.
 - c. Collect payment from student.
 - d. Sign and date the OFTC Cashier section of the *Application for Prior Learning Assessment* showing receipt of the PLA Processing Fee. Return the completed form, attached documentation and receipt to student.
2. When receiving PLA packet for Non-Standard PLA packets from the student
 - a. Verify that all the information is entered on the *Application for Prior Learning Assessment* and that the form is signed and dated by the student. Verify that all the information is entered on the *Non-Transferable Credit Form* and that the form is signed and dated by the student.
 - b. Verify with student that an official transcript has been requested and sent to the OFTC's Registrar's office.
 - c. Verify that the receipt for the PLA processing fee is attached to the *Application for Prior Learning Assessment*.
 - d. Verify that the information entered in the PLA Request for Credit Table found on the *Application for Prior Learning Assessment* is correct. Check course number(s), course title(s), and credit hour(s) and that supporting documentation are attached.
 - e. Verify with the student that the *Request for Non-Transferable Credit Form* and *Faculty Credentials Form* have been sent to the institution where the courses were taken. Verify that a copy of the course syllabus from each course taken at the institution is attached.
 - f. Verify that a copy of the course description from the other institution's catalog for the appropriate year credit is requested is attached.
 - g. Verify that the title, publisher, and publication date of the required textbook(s) used for each course (if the information is not included on the syllabus) are attached.

- h. **Recipient of PLA packet** – print, sign and date in the “For official use only” section of the Application for Prior Learning Assessment.
- 3. Submit the PLA packet to the PLA Coordinator.
 - a. Attach a copy of the course standard found in KMS to the PLA packet.
 - b. Attach the completed and returned Request for *Non-Transferable Credit Form* and *Faculty Credentials Form* to the PLA packet.
 - c. Contact Registrar’s office for copy of transcript and attach to PLA packet.
 - d. Enter into the PLA Status Spreadsheet and forward to the Faculty Subject Matter Expert (SME).
 - e. A copy of the PLA packet will be copied to the PLA Drive under the Pending folder.
- 4. The Faculty Subject Matter Expert will receive the PLA packet. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
 - a. Using the transcripts, faculty credentials, course syllabus, course description, course textbook information, and KMS course standards, the SME will evaluate all course competencies by completing the *SME Crosswalk Approval Form*. The form is located on the last page of this manual. Using the form, list all KMS course competencies in the left column. In the middle column, address how the KMS Course competency is met using the course syllabus, description, and textbook information provided by student. In the right column, add comments to each competency. Once the review is complete, check the Approved or Not Approved on the *Credit by Non-Transferable Credit Form*.
 - b. Once the review is complete, return the completed and signed *Credit by Non-Transferable Credit form* and PLA packet to the PLA Coordinator’s office.
- 5. The PLA Coordinator’s office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature from the appropriate Dean. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.** The Dean will complete the following:
 - a. Using the *Faculty Credential Form*, verify that the faculty credentials meet the faculty credentialing criteria for the course for which credit is being requested.
 - b. After verifying faculty credentials, check approved or not approved as well as sign and date the “Official Use Only” item on the *Faculty Credentials Form*. Make any necessary comments
 - c. Sign and date the *Credit by Non-Transferable Credit Form* and submit to the PLA Coordinator’s office.
- 6. The PLA Coordinator’s office will update the PLA Status Spreadsheet and forward the PLA Packet for review and signature from the Vice President of Academic Affairs (VPAA) office. The VPAA will review the PLA packet making any necessary comments. The VPAA will submit the signed *Credit by Non-Transferable Credit form* and the PLA packet to the PLA Coordinator’s office. **PLA Packet should be returned to PLA Coordinator no later than one week of receiving it.**
- 7. If approved, the PLA Coordinator’s office will:
 - a. Update the PLA Status Spreadsheet.
 - b. Forward the PLA packet to the Registrar’s office. The credit will be entered on the student’s record as EXP.
 - c. Confirm with the Registrar’s office that the grade has been entered into Banner.

- d. Enter a note into DegreeWorks and notify the student via the student's OFTC provided email account.
 - e. Update the PLA Status Spreadsheet, complete Prior Learning Assessment Result form, scan documentation into the Approved folder on the PLA Drive, scan information into aXs, and file completed paperwork.
8. If credit is not approved, PLA Coordinator's office will update the PLA Status Spreadsheet, complete *Prior Learning Assessment Result form*, scan documentation into the Denied folder on the PLA Drive, enter a note into DegreeWorks, notify the student via the student's OFTC provided email account, and file completed paperwork.

Prior Learning Assessment Result

This form is to be completed by PLA Coordinator's office and filed with all PLA packets.

Student's Name: _____ Student ID: _____

Course Number	Course Title	Comments	Approved	Not Approved	Revision Requested
					Date:
					Date:
					Date:
					Date:

Resubmission date is 30 days from the notification date. Once the submission deadline has passed, the student may no longer be granted credit for the portfolio.

Comments: Checklist:

- Updated PLA Status Spreadsheet
- Information added to the crosswalk tables and Banner equivalency table (if applicable)
- Information submitted to Registrar's office. Grade entered into BANNER (if applicable)
- Information submitted to aXs (if applicable)
- Note entered into DegreeWorks
- Student notified via email
- PLA moved to appropriate folder on PLA Drive
- **Filed PLA packet in PLA Coordinator's office**

STAFF MEMBER	SIGNATURE	DATE
PLA Coordinator or representative:		

Faculty Subject Matter Expert Crosswalk Approval Form

Please complete one course per form.

OFTC Course Program Faculty Subject Matter Expert

KMS Competency	Demonstrated in <small>(List the resource used for this determination) ACE, JST, Job Description, Transcripts, Certifications/Licensure, DSST Exam, Reference Letters, etc.</small>	Comments

Approval Signatures

Staff Member	Signature	Date
Faculty Subject Matter Expert:		
Dean:		
VPAA:		