

Prior Learning Assessment (PLA) Checklist

1	Complete the Prior Learning Assessment Consideration Form (PDF)
2	Have your Academic Advisor review and approve the form.
3	Submit the online Prior Learning Assessment Request Form with 2 attachments: <ul style="list-style-type: none">• Your current resume (PDF or Word format)• The approved “Request for Prior Learning Assessment Consideration Form”, signed by your academic advisor
4	Once appropriate documents have been received, the PLA Coordinator will contact you with the next steps, including the assessment process and the non-refundable fee (\$30 per credit hour) information.