



Arkansas Northeastern  
COLLEGE

Prior Learning  
Assessment Guide

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## **WELCOME**

Dear Students:

Arkansas Northeastern College recognizes that much learning takes place outside the walls of the College. Some of this learning is comparable to knowledge gained in a classroom environment. This type of learning is based on a variety of life experiences and is referred to as “prior learning” and can be evaluated for credit by assessment. When considering whether one possesses prior learning which may be credited toward a degree, it is best to begin discussions with the PLA Coordinator. This individual is trained to assist students in the various methods available for prior learning credit.

## Definitions

**College-level learning** is deemed as learning that is at a level of achievement equal to subject areas traditionally taught in colleges, commonly recognized amongst colleges, and is acquired after high school and expected for professional acceptance.

The Council for Adult Education and Learning (CAEL) offers these criteria for defining college-level. The learning must:

- Be measurable.
- Be at a level of achievement defined by faculty as college equivalent.
- Be applicable outside the context in which it was learned.
- Have a knowledge base and be reasonably current.
- Include both a theoretical and practical understanding of a subject area.
- Show some relationship to the degree goal.
- Not repeat learning for which credit has already been awarded.

**Prior learning assessment (PLA)** is a process by which an individual's learning from experience, that is equivalent to college-level coursework, is assessed and evaluated for purposes of granting credit, certification, or advanced standing toward further education or training [CAEL #2].

## Policies

In cooperation with CAEL standards, the research of best practices of various colleges who offer PLA, and Arkansas Department of Higher Education requirements, ANC has adopted the following general policies for awarding PLA credit [CAEL #7]:

1. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all identified learning outcomes for a specific course or courses [CAEL #1].
2. A maximum of **30 credit hours** of transferable degree requirements (e.g. Associate of Arts, Associate of Science, etc) can be satisfied by receiving academic credit through PLA.
3. For certain certificate programs and non-transferable degree programs (e.g. Technical Certificates, Associate of Applied Science, etc), the maximum credit hours that may be satisfied through PLA is a maximum of 30 credit hours.
4. To be eligible to petition for PLA, the student must be currently enrolled and in good standing at ANC.
5. Credit may only be awarded for courses applicable to the student's declared degree plan [CAEL #5].
6. All PLA credit must be awarded prior to the student's last semester of enrollment (before graduation).
7. PLA credit does not count toward the 15 credit hour residency requirement of the college, nor meet eligibility requirements for financial aid or loan deferment.
8. Students who are denied credit through PLA for a specific course may not petition for credit again for that course by any options defined under PLA.
9. A student may not receive credit twice for a course that has been awarded through PLA [CAEL #6].

Also, a student may not seek credit by assessment after attending that particular course and receiving a grade of A, B, C at ANC or after earning credit for an advanced course in that area. Upon conclusion of the institutional assessment for credit, a copy of the results (exam, portfolio, and etc.) shall accompany the appropriate forms to the Chief Academic Officer. Request forms will be validated and the examination,

portfolio, etc., filed.

Further specific policies and criteria for petitioning and awarding PLA credit are contained in this manual.

**ANC does not guarantee that another college or university will accept PLA credit in transfer.** When transferring, students should check with other schools about their transfer and PLA policies.

## Application Procedures

Students seeking credit through prior learning must complete an application. Depending on the type of credit being petitioned, the application procedures are as follows:

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### Credit by Examination

**National Exams:** Scores or official transcripts must be sent directly from the institution or testing agency. There is no application or charge for this evaluation service.

**License/Certificate:** Complete the Credit by Examination Request Form (found in the Appendix of this manual or on the college's website). Take the request form to the PLA coordinator or your advisor for evaluation. There is no charge for this evaluation service.

**Departmental Exam:** Complete the Credit by Examination Request Form (found in the Appendix of this manual or on the college's website). Take the request form to the business office and pay the registration fee for the exam. The student should then take the form to the appropriate department Dean to schedule the time and location of the exam. An exam will not be scheduled unless the application is completed and the fee has been paid. **(Note: If a CLEP examination is available for a course, the student may not apply for a discipline-made examination for credit.)**

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### Portfolio Assessment

Schedule an appointment with the PLA Coordinator by email. In this meeting, you will have an introductory interview in order to evaluate the feasibility of petitioning for PLA credit. This will include a short self-inventory of your knowledge and skills. If applicable, the PLA Coordinator will have the student complete the Credit for Prior Learning Assessment Form.

## Transcription

Prior learning credits will be noted on the student's transcript as having been awarded through PLA [CAEL #6]. Grades will not be recorded when credits are earned through PLA, nor is a student's grade point average affected.

Some assessment services will be charged a PLA Credit Hour Fee if credit is awarded. This fee must be paid before a transcript will denote credit by PLA. The services that incur this fee include evaluation of Category III credit and portfolio assessment. The PLA Credit Hour Fee is not charged for evaluation of Category I or II credit.

After assessment, you will receive notification via your ANC student email account indicating the assessment results. If credit is awarded, it will be designated under the headings of either "Credit by Examination" or "Portfolio Assessment". The transcript will designate the course code, course title, number

of credits awarded, and the designation “CR” for credit.

**ANC does not guarantee that another college or university will accept PLA credit in transfer.** When transferring, students should check with other schools about their transfer and PLA policies.

## Fees

The following is a list of **non-refundable** prior learning assessment fees by category of prior learning credit [CAEL #8]. A definition of the fees follows. Students should be aware that financial aid awarded to a student’s account does not cover the cost of petitioning and obtaining credit through PLA. All fees are an out-of-pocket expense to the student.

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### Credit by Examination

#### National Exams

- no charge

#### License/Certificate

- no charge

#### Departmental Exam

- Paper- or computer- based departmental exam: \$20 per credit hour

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### Portfolio Assessment

- PLA Credit Fee: \$10 per credit hour (15 credit hours = \$150)  
*(PLA Credit Fee: the fee required to submit a PLA Form, supporting documentation, and to have awarded credit documented on the student’s official transcript.)*

# **CREDIT BY EXAMINATION, LICENSE, AND CERTIFICATION**

## Credit by National Examination

**Credit by National Examination** includes nationally recognized exams commonly accepted among colleges. These evaluation services are offered at no cost to the student. The following is a list of exams and evaluation services accepted by ANC. For the most up-to-date list of individual exams and courses, along with the accepted scores for credit, please see the academic catalog.

### College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) was developed by the College Board to give students the opportunity to take exams in order to earn college credit. CLEP scores are reported on a scale from 20 to 80. Arkansas Northeastern College may award college credit for select CLEP exams if the student scores 50 or higher.

An official transcript must be mailed from the College Board directly to the ANC Testing Center for the exam score to be evaluated. **Credit will not be awarded without an official score report.**

The current computer-based CLEP exams available and accepted by ANC and the required scores to earn credit can be found on the college's website. There is currently no time limit for accepted CLEP exams. Students who have older exam scores can request more information by contacting the Testing Center.

CLEP credit will be accepted on a transfer basis from other Arkansas institutions, provided it is in the areas in which the College grants credit, and provided the scores fall within the College's minimum standards for acceptance of credit. CLEP examinations may be re-taken, but a waiting period of six months is required between tests. No CLEP test may be repeated more than once in a 12-month period. CLEP credit is posted to the student's academic record without grades. Such credit is counted as hours earned, not as hours attempted.

CLEP Subject Examinations currently offered/accepted by ANC are:

CLEP Exam	Passing Score	Arkansas Northeastern Credit Awarded In	Sem. Hrs. Credit
Intro/Business Law	50	BU 11013 Legal Environment/Bus.	3
Prin. of Marketing	50	MK 21003 Principles of Marketing	3
Prin. of Management	50	MG 21013 Principles of Mgmt.	3
Intro/Accounting	50	AC 21003/21013 Accounting I/II	6
Macroeconomics	50	EC 21003 Macroeconomics	3
Microeconomics	50	EC 21013 Microeconomics	3
College Comp.	50	EN 12003 English Composition I	3*
Eng. Lit.	50	EN 22033/22043 Engl. Lit. I/II	6
Western Civ. to 1648	50	HI 13003 World Civ. to 1600	3
Western Civ. to Present	50	HI 13013 World Civ. since 1600	3
Amer. Hist. (I)	50	HI 23003 U.S. to 1876	3
Amer. Hist. (II)	50	HI 23013 U.S. since 1876	3
Gen. Psychology	50	PY 23003 General Psychology	3
Intro/Sociology	50	SO 23013 Intro. to Sociology	3
College Alg.(I)	50	MA 14043 College Algebra	3

Trigonometry	50	MA 14053 Plane Trigonometry	3
Calc. Elem. Functions	50	MA 24015/24025 Calculus I/II	10

### Advanced Placement (AP)

Advanced Placement (AP) exams were developed by the College Board to give high schools students the opportunity to take exams to earn college credit. Students must have been enrolled in an AP course during high school.

The AP scores are rated as follows:

- 5 - Extremely Well-Qualified
- 4 - Well-Qualified
- 3 – Qualified
- 2 - Possibly Qualified
- 1 - No Recommendation

Arkansas Northeastern College accepts, evaluates, and awards AP credit through the Prior Learning Assessment policy of the college.

Arkansas Northeastern College may award college credit for select AP exams with an acceptable score. An official transcript must be mailed from the College Board directly to ANC Testing Center for the exam score to be evaluated. **Credit will not be awarded without an official score report.**

The current AP exams available and accepted by ANC and the required scores to earn credit can be found on the college’s website. There is currently no time limit for accepted AP exams. Students who have older exam scores can request more information by contacting the Testing Center. AP Examinations currently accepted by ANC are:

AP EXAM	Minimum AP Score for Credit	ANC Credit
English Lit./Comp. or Language/Comp.	3	EN 12003 English Comp. I
English Lit./Comp. or Lang./Comp	4	EN 12003 English Comp. I and EN 12013 English Comp. II
Spanish	3	LA 12003 Spanish I
Spanish	4	LA 12003 Spanish I and LA 12013 Spanish II
Biology and Lab.	4	BI 14033 Gen. Biology and BI 14041 Gen. Biology
Calculus AB	4	MA 24015 Calculus I
Calculus BC	4	MA 24015 Calculus I
U.S. History	4	HI 23003 U.S. to 1876 and HI23013 U.S. since 1876
World History	4	HI 13003 World Civ to 1600

## Articulated Credit (Technical Advanced Placement)

The Arkansas Northeastern College (ANC) Early College Program (ECP) offers eligible high school students the opportunity to earn college credit while still attending their own high school. The program is a partnership between ANC and participating schools districts. Benefits of participating in the ANC Early College Program include helping high school students:

- become familiar with college requirements
- form realistic expectations of college-level work
- learn what it takes to achieve success in college
- get a jump start on college possibly being able to finish college earlier
- save money by reducing future total college cost

High schools who offer concurrent college credit with ANC include:

- Armorel
- Blytheville
- Buffalo Island Central
- Gosnell
- Manila
- Osceola
- Rivercrest

## Credit by Certification/Licensure

**Credit by Certification/Licensure** includes several opportunities for evaluation of certifications or licenses that are awarded at the national or state level, as well as some traditionally non-transferrable coursework from other institutions.

ANC can evaluate the results of these certifications, licenses, and courses to award credit for students interested in continuing their education to complete a degree. An official certification or license document must be submitted to the PLA Coordinator or advisor for consideration. In special cases determined by the Program Dean, non-transferable coursework from a regionally accredited school may be evaluated. However, coursework from a non-regionally accredited school will require additional assessment, whether from a certification or portfolio assessment.

The evaluation of these certifications and licenses do not incur fees.

The following divisions have programs that are available to have certification or licensing exams evaluated for credit. Students are welcome to meet with the Program Dean about opportunities that are not specifically listed.

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### Arts & Sciences

#### *Physical Education*

##### Military DD214 – PE17112 Fitness for Life

Veterans and active duty military personnel who have completed 181 days of continuous active military service may qualify for two credit hours in physical education. Veterans must present a certified copy of the DD-214 to the Registrar's Office.

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## Business & Technical Division

### *Computer Information*

CompTIA A+ – CS21443 PC Hardware and Software I and CS21453 PC Hardware and Software II

CompTIA Network+ – CS21123 Networking I and CS21333 Networking II

Microsoft Office Specialist (MOS) – CS1103 Computer Fundamentals

*(must have MOS certification in Word, Excel, PowerPoint, and Access)*

### *Criminal Justice*

Arkansas Department of Correction Training Academy – CJ25XX3 Basic Law Enforcement/Corrections

Basic Police Training – CJ25XX3 Basic Law Enforcement/Corrections

### **Police Academy Credit**

Successful completion of the AR Dept. of Correction Training Academy and/or Basic Police Training Course at most law enforcement training academies will be evaluated, with three hours of elective college credit to be given for each 90 clock hours of academy training. A maximum of nine hours of elective college credit may be given to the student designated as: Basic Law Enforcement/Corrections I/II/III **All students requesting credit must be currently employed in law enforcement or corrections.** NOTE: Additional licenses and certificates in law enforcement are evaluated on a case-by-case basis.

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## Workforce Training

### *Cooperative Education*

Workforce Orientation and Retraining Keys Program – CE11003 Workplace Essentials

Completed Career Readiness Testing (must have all 5 bullets) – CE11003 Workplace Essentials

\*Keytrain Test (Score 4 or higher) – can be taken at Department of Workforce Services

\*Career Readiness Certificate (Score Bronze Level or higher) – Work Keys Test available at the CRISP Center and Career Pathways department

\*Resume/Cover Letter

\*Letter from Supervisor

\*Mock interview conducted by an instructor with a score sheet

### *Electrical*

Journeyman Electrical License – EL15003 Basic Electricity I and EL15013 Basic Electricity II

### *Environmental Systems*

30 Hour OSHA General Industry Card – ES15003 Industrial Safety Administration

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## Other Certifications/Licenses

Students holding licenses, certificates, diplomas, and other documented learning which has previously been assess and accepted as Arkansas Northeastern College credit should officially petition for the credit by completing a Prior Learning Assessment Form. Current examples of such awarding credit include Standard First Aid and Safety, Cardio-Pulmonary Resuscitation, Red Cross Safety Certificate, and training at the Law Enforcement Academy.

### *Military Service*

Additional credit for training in formal service schools may be granted on the basis of recommendation published in the current edition of Guide to the Evaluation of Educational Experiences in the Armed Services insofar as the recommended credit can be evaluated as equivalent to a specific Arkansas Northeastern College course. Students requesting credit for formal service schools should follow the procedure for portfolio assessment. Arkansas Northeastern College subscribes to the American Council on Education recommendations.

## **Nursing Validated Certification/Licensure Credit**

Fundamentals of Nursing (NU 16008)

LPN's who have a validated state LPN license will enroll in Transitions in Nursing (NU 16063) and successfully complete the Associate Degree in Nursing are awarded 8 credit hours for Fundamentals of Nursing (NU 16008) on their transcripts upon graduation. Upon validation of completion, the Registrar's Office will be notified of applicable credit to be posted to student's transcript.

## **Credit by Certification/Licensure Application Procedure**

1. Student shares interest in Credit by Examination with their academic advisor.
2. Student refers to the Prior Learning Assessment Guide to review the Credit by Examination requirements. Student also reviews the course catalog to determine if a course exists that matches their license or certificate.
3. Student schedules a meeting with their advisor.
4. Student fills out the Credit by Examination Form.
5. Student submits the form to their advisor with copies of supporting license or certificate documentation.  
*(If it is a certificate, the student must provide a course outline to accompany certificate.)*
6. The student's advisor then forwards assessee's documentation to the Dean of the applicable department or instructor of a specific course.
7. After course departmental review, the department Dean then forwards the documentation to the CAO then on to the Registrar for credit.
  - Registrar's office notifies the PLA Coordinator of awarded credit
  - Registrar's office posts credit to transcript (if credit is awarded)
8. The academic advisor notifies the student of the results.

## **Credit by Departmental Examination**

**Credit by Department Examination** includes college-conducted departmental exams that are offered where no acceptable nationally recognized options are available. Please contact your advisor for more information.

A student may not attempt credit by examination more than once in the same course. Credit by examination will not be available during the period between official college terms or during official college holidays. Credit by examination will not be counted in the student's load or GPA. To receive credit from a departmental exam, a student must achieve a score of 80% or better (considered a B average) on the exam.

NOTE: If a CLEP examination is available for a course, the student may not apply for a discipline-made examination for credit.

# **PORTFOLIO ASSESSMENT**

## Accepted Programs

Developing a portfolio is a rigorous process where you will reflect upon and assess your experiences in order to determine what you have learned and how that knowledge and skill applies in other contexts.

ANC has several programs of study eligible for PLA credit through portfolio. Each program will have specific requirements for narrative content and evidence to support learning. Students must prove they have met all course objectives through prior learning.

Generally accepted courses for PLA credit\*:

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### Business & Technical

#### *Computer Information*

CS11033 Computer Fundamentals

#### *Management*

MG21003 Principles of Supervision

MG11022 Introduction to Supervision

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### Workforce Training

#### *Cooperative Education*

CE11003 Workplace Essentials

CE21013 Internship

#### *Electrical*

EL15003 Basic Electricity I

#### *Environmental Systems*

ES15041 Emergency Response Planning

ES15003 Industrial Safety Administration

#### *Industrial Science*

IS15021 Statistical Techniques

IS15042 Internal Quality Auditing

#### *Mechanical*

ME15013 Basic Hydraulics/Pneumatics

\*If the course you are looking for is not listed above, then contact the PLA Coordinator for additional options.

## Portfolio Assessment Application Procedure

Below is an outline of the steps and timeline you can expect when seeking PLA credit through portfolio. When submitting a portfolio, the student should make and retain a copy of the entire submission, as the original will be kept on-file with the college.

1. Student shares interest in Prior Learning Assessment with academic advisor.
2. Student reviews transcript and academic goals with advisor.
3. Student refers to the Prior Learning Assessment Guide to review the Prior Learning Assessment requirements. Student also reviews the course catalog to determine if a course exist that matches their skill(s) learned.
4. Student reviews course objectives with advisor (objectives are located [myanc.anc.edu](http://myanc.anc.edu)).
5. Student schedules a meeting with Prior Learning Assessment Coordinator.  
Stacey Walker, [swalker@smail.anc.edu](mailto:swalker@smail.anc.edu)
6. Student is advised to begin making their portfolio and fill out appropriate documentation. Submitted portfolios must be typed and in a 3 ringed binder.
7. Student submits the Portfolio to the Prior Learning Assessment Coordinator.  
Stacey Walker  
Arkansas Northeastern College  
Harry L. Crisp Center  
4213 East Main Street  
Blytheville, AR 72315
8. PLA Coordinator reviews portfolio and schedules a meeting with the student (if necessary) to review the portfolio. PLA Coordinator then performs written evaluations to recommend credit.
9. Prior Learning Assessment Coordinator forwards assessee's portfolio to the Dean of the applicable department or instructor of a specific course for review of competencies.
10. After course departmental review, the Dean then forwards the portfolio to the Chief Academic Officer then on to the Registrar for credit.
  - Registrar's office notifies the PLA Coordinator of awarded credit.
  - Student pays PLA Credit Hour Fee (current credit hour rate for each hour of credit awarded) in the Business Office (fee must be paid prior to credit being record on the academic transcript).
  - Registrar's office posts credit to transcript (if credit is awarded).
11. The PLA Coordinator notifies the student of the results.

## Components

The remainder of this Portfolio section is dedicated to the preparation of a portfolio for submission.

Each program of study will be unique in terms of the evidence required to show that learning has occurred and all course objectives have been met. However, the basic components of a portfolio are all the same.

### 1. Cover Sheet (Prior Learning Assessment Form)

The cover sheet is a copy of your Prior Learning Assessment Form that has been fully completed and signed.

### 2. Resumé & Cover Letter

A resumé includes the relevant information about your experiences, education, and skills in an outline format. The cover letter often includes a goal statement to help the reader understand what you are seeking.

### 3. Course Syllabus

Credit can only be awarded if every objective from a course syllabus has been met through a prior learning experience.

Course syllabus can be found at: [https://myanc.anc.edu/ICS/Resources/Departmental\\_Syllabi/](https://myanc.anc.edu/ICS/Resources/Departmental_Syllabi/).

### 4. Degree Audit

Credit can only be requested if required for declared degree.

### 5. Evidence

This is the bulk of your portfolio, where you will provide documentation reflecting your learning and skills obtained.

There are two categories of evidence are direct and indirect. These will be further explained in the next section.

The length of the evidence cannot be defined for several reasons. Courses have different number of objectives that must be fulfilled, each person's experiences are different, and programs of study have unique specifications to show learning. The goal is to be thorough, yet concise.

## Evidence

There are two forms of evidence that may be submitted. Neither form of evidence is better than the other, and depending on the field of study being petitioned for credit, the type of evidence will vary. You may be requested to provide a specific product, complete a certain task, prepare a separate written work, or sit for an additional interview as part of your evidence. In some cases, a challenge exam may be required to accompany your portfolio to assess your theoretical understanding of certain course objectives. The PLA Coordinator and/or a department advisor will explain what you need to provide or complete as part of your portfolio.

**Direct evidence** includes any product that the student has produced, such as (but not limited to) an original written work, an audio or video recording of a performance or presentation, original creations of product or art, programs developed, or curriculum plans created.

**Indirect evidence** includes documentation that provides information about your abilities, such as (but not limited to) certificates and awards, licenses and certifications, published articles, performance evaluations, and letters of recommendation.

The evaluation process of your portfolio is a two-step process. The initial review will be conducted by the PLA Coordinator. In this meeting, the PLA Coordinator will read through your portfolio to verify all required components. This initial review is not an assessment of your learning for college credit.

The checklist of components includes:

- Cover sheet, resumé/cover letter, course syllabus, and evidence.
- Identification of course objectives.

Once the initial review is completed and any necessary changes made, the PLA Coordinator will send the portfolio to the faculty assessor. The role of the assessor is to critically evaluate your narrative and evidence against each and every course objective.

In addition, certain course objectives may require different levels of mastery. For example, the faculty may require full mastery of one concept (like earning an A on an exam) but another may have a less stringent standard (like earning a C on an exam). Each objective must be met with the prescribed level of mastery in order for credit to be awarded. Even if the overall “score” of the portfolio is good, failure to show mastery of an objective could result in denial of credit.

The assessor will make a recommendation of credit or no-credit for the course and return the portfolio to the PLA Coordinator. You will be contacted at your ANC student email account for the results of the assessment and further instructions.

# **APPENDIX**

## CAEL Standards

The Council for Adult Education and Learning (CAEL) recommends the following standards for colleges to determine whether credit should be awarded to students for prior learning. These standards have been indicated throughout this manual with the designation “[CAEL #]”.

1. Credit or its equivalent should be awarded only for learning, and not for experience.
2. Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public.
3. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.
4. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.
5. Credit or other credentialing should be appropriate to the context in which it is awarded and accepted.
6. If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.
7. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.
8. Fees charged for assessment should be based on the services performed in the process and not [solely] determined by the amount of credit awarded.
9. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.
10. Assessment programs should be regularly monitored, reviewed, evaluated, and revised as needed to reflect changes in the needs being served, the purposes being met, and the state of the assessment arts.

Assessing Learning: Standards, Principles, and Procedures. 2<sup>nd</sup> Edition. Fiddler, Marienau, and Whitaker. 2006, Kendall Hunt Publishing.

## PLA Personnel

Multiple faculty and staff are involved in the assessment of prior learning. This index of personnel should be of benefit to identify who is assisting and evaluating you during the process of PLA.

**PLA Coordinator** – Advises current ANC students who inquire about PLA; conducts initial portfolio interview; serves as administrator for PLA training, documentation, and reporting; and coordinates the approval of new PLA opportunities.

*Stacey Walker, [swalker@smail.anc.edu](mailto:swalker@smail.anc.edu)*

**Faculty Assessor** – A faculty member of ANC who has been chosen by the Dean of the division in which PLA credit is being requested. The faculty assessor will preside over a challenge exam or evaluate a portfolio in order to recommend the awarding of credit [CAEL #9].

**Program Dean** – A academic member of the college who evaluates the faculty assessor's decision for PLA credit.

**Chief Academic Officer** – An administrator of the college who serves as the chief academic officer. The CAO will render a final decision in the evaluation of PLA credit.

## Acknowledgements

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This guide was creating using the Prior Learning Assessment Guide from Pulaski Technical College.

"Prior Learning Assessment." (n.d.): n. pag. Web. 7 Oct. 2015.

# **FORMS**



## Prior Learning Assessment – Portfolio Checklist

Students will complete the following before they will be accepted to complete the Prior Learning Portfolio Process:

1. Verify you meet the following qualifications for PLA
  - a. Enrolled in a degree-seeking program at Arkansas Northeastern College
  - b. Must have completed 3 credit hours at Arkansas Northeastern College
  
2. Review the following documents
  - a. Arkansas Northeastern College PLA – Portfolio Guidelines
  - b. Arkansas Northeastern College PLA – Portfolio Slideshow
  - c. Student’s Prior Learning Assessment Portfolio Checklist

Completed	Contents	Description	Reviewed by PLA Coordinator
	Title Page	Should include a title, the student’s name, student identification number, contact information, and current date.	
	Table of Contents	Include a Table of Contents for each section.	
	Cover letter	Include: <ol style="list-style-type: none"> <li>1. Statement of student’s educational goals</li> <li>2. Statement on how prior learning assessment relates to the stated goal</li> <li>3. Statement on courses or outcomes being petitioned for credit</li> <li>4. Signature authorizing the goal statement letter.</li> </ol>	
	Resume & Degree Audit or Unofficial Transcript(s)	<ol style="list-style-type: none"> <li>1. Include a chronological resume</li> <li>2. Include a degree audit or unofficial transcript(s)– log into myanc.anc.edu &gt; campus connect or see advisor</li> </ol>	
	Prior Learning Assessment Form(s)	Fill out one ANC Prior Learning Assessment Form for each course that you are requesting credit for. <sup>1</sup>  <i>Make sure all supporting documentation is detailed enough for the PLA coordinator to suggest credit.</i>	
	Course Syllabus	Provide the Course syllabus for each course that you are requesting credit for. Syllabus can be obtained from myanc.anc.edu > resources or the departmental administrative specialist. <sup>2</sup>	
	Prior learning narrative & documentation	Provide certificates, narrative about knowledge, or other documentation to support the skill(s) <sup>3</sup>	
	Evaluation Forms	Written by the Prior Learning Assessment Coordinator	

<sup>1</sup> Repeat for each course.

<sup>2</sup> Visit [www.anc.edu](http://www.anc.edu) faculty/staff directory for more information on departments and contact information.

<sup>3</sup> Repeat for each course. Supporting documents are certificates, licenses, training outlines. If you have a certificate make sure you have a training outline to accompany.





## Portfolio Assessment Credit Request Form

### **Instructions to Students:**

To officially receive credit for previous training or experience, you should consult your advisor to discuss the feasibility of pursuing the credit. Developing a portfolio is a rigorous process where you will reflect upon and assess your experiences in order to determine what you have learned and how that knowledge and skill applies in other contexts. If the credit seems possible:

- I. Review PLA Guide, Portfolio Application Procedure
- II. Compile Portfolio and List the courses for which credit is desired on this form
- III. Schedule a meeting with the PLA Coordinator to review portfolio
- IV. Pay portfolio fee to Business Office, request a receipt
- V. Return the portfolio development form, receipt of payment, and portfolio to PLA Coordinator
- VI. PLA coordinator submits Portfolio to all approving parties & student will be notified of results

**NOTE:** Requested credit must meet a student's degree requirement (see student's Degree Audit).

### **Step 1: Student Information Section (Must be completed prior to assessment)**

Name: \_\_\_\_\_ ID or SS#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **Step 2: Credit Requested (A separate form must be submitted for each course)**

List all courses for which credit is desired: (if requesting more than five classes please fill out another form)

Course Prefix & Number	Course Name

PLA Coordinator Signature: \_\_\_\_\_

### **Step 3: Business Office Section (Must be completed prior to assessment)**

Portfolio Fee + Tuition: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received by: \_\_\_\_\_

### **Step 4: Signatures (Required if approved in Step 4)**

\_\_\_\_\_  
1. Division Chairperson                      Date

\_\_\_\_\_  
3. Registrar    Date

\_\_\_\_\_  
2. Chief Academic Officer                      Date