INSTRUCTIONS FOR COMPLETION:

1. Student and course Instructor discuss the feasibility of completing course requirements with a test-out or experiential documentation based on course objectives.
2. Complete Credit for Prior Learning form.
3. Submit appropriate fee to Business Services. Fee structure: 1–2 credit course = $50, 3 or more credit course= $100.
   - Please select one: ☐ Student paying fee ☐ Employer paying fee
   - Company Name: __________________________
4. Complete Pine Technical & Community College Proctor Form, if applicable.
5. Complete the Assessment as directed by the course Instructor.

SECTION 1: STUDENT INFORMATION

Date: __________________________

Name: ____________________________________________
   Last __________ First __________ MI __________

Address: __________________________________________
   Street __________________________________________
   Apt # __________________________________________
   City __________________________ State __________ Zip __________

   Course Number __________________________ Course Title __________________________ Credits __________

Check one of the following: ______ Credit by examination ______ Experiential or non-academic learning ______ Credit by certification

When the assessment is successfully completed, the student will see the course on their Degree Audit Report. Transcript records will show “CR” for Credit by Examination or “EX” for Experiential and Non-Academic Learning Credits. The grade of “CR” or “EX” is not computed in the student’s GPA but will be applied toward the completion ratio for program requirements.

SECTION 2: OFFICE USE ONLY

Business Services: Fee: __________________________ Date: __________________________ Initials: __________________________

Course Instructor:

☐ I recommend the course and credit(s) listed above be awarded based on a demonstration and validation of the required competencies as defined in PTCC Academic Policy 217R and 228.

☐ I do not recommend credit for the course listed above. Comments: __________________________________________________________

Review conducted by: __________________________________________ Date: __________________________

Records: Recorded on: __________________________ Notification sent to student on: __________________________ Date: __________________________