



Revised: 2/2024

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: _____
5. Complete Pine Technical & Community College Proctor Form, if applicable.
6. Complete the Assessment as directed by the course Instructor.

SECTION 1: STUDENT INFORMATION

Date: _____

Name: _____ Student ID #: _____
 Last First MI

Address: _____ Home Phone: _____
 Street Apt #
 City State Zip

Cell/Work Phone: _____

_____ 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 stated in [Minnesota State Board Policy 3.35 Credit for Prior Learning](#).

____ I do not recommend credit for the course listed above. Comments: _____

Review conducted by: _____ Date _____
Course Instructor

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