When do I use a Prior Learning Assessment request form?

A Prior Learning Assessment (PLA) form can be used for current/applicant students who demonstrate that they have already acquired, through life experience such as job training, non-college courses, etc., course knowledge required for the degree program in which they are enrolled.

What are some guidelines I need to be aware of before submitting this type of request?

There are three main types of Professional Training & Life Experience.

1. Automatic Credit for Job Training - In this case, credit may be awarded directly for job training, based on a precedent that has been established by our university. Credit will also be awarded to individuals with certificates or licenses in the following areas: aviation, law enforcement, insurance, real estate, Emergency Medical Technician (EMT). Learn more about automatic credit for job training.

2. Credit Recommended by the American Council on Education (ACE) - If you have been awarded with a certificate or license that is recognized by ACE (e.g. Dale Carnegie), you may be eligible for credit. Learn more about ACE.

3. Credit for Life Experience through the Portfolio Process - In other cases, students will need to petition for credit through the portfolio process. This process is recommended for students who have extensive life experience but are unable to earn automatic credit for job training. Learn how to earn credit for life experience through the portfolio process!

PLA credit will be limited to a maximum of 30 hours.

Credit earned through this process will not be counted toward the required minimum of 30 hours of credit that must be completed through Liberty University.

How do I submit this request?

1. Complete this form, listing all attached documents.
2. Attach copies of all documents wanting to be evaluating for prior learning assessment. This should include certifications, licenses, or exam results.
3. Scan and email this Application along with copies of documents to pla@liberty.edu or fax them to 434-455-1286.

Who evaluates my request and how long does it take to process?

4/8/2011
The PLA Coordinator or LU Online Transfer Evaluator will evaluate your request within 1-2 weeks.

Application for Prior Learning Assessment

Please fill out this information completely

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Id:</td>
<td>Email:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Major:</td>
<td>Military:</td>
<td></td>
</tr>
</tbody>
</table>

Life Experience:

Work Experience:
(Briefly describe why you are submitting this application)

Documents (certificates, etc.) attached:
(We are unable to process proof of employment documentation.)

| 1. | Date completed: |
| 2. | Date completed: |
| 3. | Date completed: |
| 4. | Date completed: |
| 5. | Date completed: |

If you are attaching more than five documents, you can list more than one in the rows above.

4/8/2011