

## EXPERIENCE PLUS PROFESSIONAL PORTFOLIO

Current students are eligible to earn college credit by submitting a professional portfolio through [Experience Plus](#).

Professional portfolios showcase mastery of course learning outcomes by presenting documented life experiences and reflecting on how they link to course objectives. The portfolio is a comprehensive collection of documents, artifacts, and reflective components demonstrating professional life experiences.

This training document provides step-by-step instructions for submitting a professional portfolio through Experience Plus.

## SUBMITTING PROFESSIONAL PORTFOLIO

1. To submit a professional portfolio, navigate to <http://liberty.edu/online/credit-experience-by-portfolio>.

**Related Links**  
[Experience Plus Homepage](#)  
[Exam Credit](#)  
[Military Training Credit](#)

**Have questions?**  
[Request Information](#)  
[Chat Live](#)

### Earn College Credit by Submitting a Professional Portfolio

Liberty University recognizes that adult learners have valuable experiences that they bring to the academic environment of higher education. For that reason, we believe students should receive college credit for learning that can be demonstrated through experience.

In some cases, credit may be awarded directly for job training, based on a precedent that has been established by our university. In other cases, students will need to petition for credit through the official portfolio process.

[Learn More About Experience Plus](#)

**Note:** If your degree involves any type of licensure and/or other certifications that are received from a state, government entity, or military branch following the conferral of the degree, then the associated courses are ineligible for any type of Experience Plus credit. (General Education courses may still accept E-Plus credit)

If you are unsure whether or not this pertains to you, please call Academic Advising (800) 424-9595 or email [epplus@liberty.edu](mailto:epplus@liberty.edu). Also, for undergraduate students at least 25% of classes in your major must be completed at Liberty University and for graduate and doctoral at least 50% must be completed at Liberty.

[Portfolio Application](#)

## 2. Click Portfolio Application.

If you are unsure whether or not this pertains to you, please call Academic Advising (800) 424-9595 or email [epplus@liberty.edu](mailto:epplus@liberty.edu). Also, for undergraduate students at least 25% of classes in your major must be completed at Liberty University and for graduate and doctoral at least 50% must be completed at Liberty.

**Portfolio Application**

**Note:** Portfolio requirements differ based on the course level you select. Be sure to review the information provided on the page and follow the requirements for the portfolio.

**Welcome to the Experience Plus Portfolio Portal**  
*Read the following information to assist with your request.*

\*Credit earned by portfolio is considered transfer credit and counts towards overall transfer credit hours and transfer allowance/limit for your program. It **does not** count towards your GPA requirements, minimum Liberty University credits, and it cannot be used to fulfill degree requirements, even if approved, if you have already reached the transfer limit for your program.

\*Each portfolio request has a \$100 submission fee. If your portfolio is denied, there is a \$50 appeal fee to resubmit your request. The fees will be charged to your student's account and are non-refundable.

\*The portfolio request must match the level of degree you are pursuing.

- Undergraduate: 100-400 level courses
- Master: 500-600 level courses
- Doctoral: 700-900 level courses

## 3. Click Submit a New Request.

▼ Your Current Requests

**Submit a New Request**

Q ▾ Go Actions ▾

▼ ☒ ☒ ☒ Inactive ☒ ☒ Not Yet Submitted

Q

You have no submissions for this form. Please click the blue Submit a New Request button above.

## 4. Ensure the submission drop-down is set to New Submission.

**Not Yet Submitted**

**New Submission**

Create New Submission

**Instructions**

**Experience Plus Portfolio Form**

Please complete the questions below entirely prior to clicking the **Submit All Answers** button at the bottom of the page.

**Please Note:** Clicking the **Submit All Answers** button will submit your answers for review and you will no longer be able to make edits to your application. If you are not able to complete this form in *less than 20 minutes*, please make sure you scroll to the bottom of the page and click the **"Save All Answers"** button so you do not lose your work. The **"Save All Answers"** button can also be used to save current progress in the form so you can exit the form and come back to it later. If you would like to continue working on a request that you started previously or need to make corrections to a request, please click the **"View"** button next to the request you need to complete or make revisions to continue working on that submission.

Choose a School: ▾

Choose a Course: ▾

Please Answer the Questions Below

Home Save All Answers & Stay Save All Answers & Submit →

5. Select a school of study by using the **Choose a School** drop-down menu.

**Please Note:** Clicking the **Submit All Answers** button will submit your answers for review and you will no longer be able to make edits to your application. If you are not able to complete this form in *less than 20 minutes*, please make sure to scroll to the bottom of the page and click the **Save All Answers** button so you do not lose your work. The **Save All Answers** button can also be used to save current progress in the form so you can exit the form and come back later. You would like to continue working on a request that you started previously or need to make corrections to a request, please click the **View** button next to the request you need to complete or make revisions to continue working on the submission.

**Choose a School:**

- ✓ College of Arts & Sciences
- College of General Studies
- Helms School of Government
- School of Aeronautics
- School of Behavioral Sciences**
- School of Business
- School of Comm & Digital Cont
- School of Communications & the Arts
- School of Divinity
- School of Education
- School of Health Sciences
- School of Law
- School of Music
- School of Nursing

**Questions Below**

**Stay** **Save All A**

6. Select the applicable course you would like to submit by using the **Choose a Course** drop-down menu.

**Please Note:** Clicking the **Submit All Answers** button will submit your answers for review and you will no longer be able to make edits to your application. If you are not able to complete this form in *less than 20 minutes*, please make sure to scroll to the bottom of the page and click the **Save All Answers** button so you do not lose your work. The **Save All Answers** button can also be used to save current progress in the form so you can exit the form and come back later. You would like to continue working on a request that you started previously or need to make corrections to a request, please click the **View** button next to the request you need to complete or make revisions to continue working on the submission.

**Choose a School:**

School of Behavioral Sciences

**Choose a Course:**

- ✓ CCOU201 - Intro to Christian Counseling
- CCOU202 - Issues of Christian Counseling
- CCOU301 - Chr Coun for Marriage & Family
- CCOU302 - Christian Coun for Children
- CCOU304 - Christian Coun for Women
- CCOU305 - Issues in Human Sexuality
- CRIS302 - Found Prin of Crisis Response
- CRIS303 - Acute Stress, Grief, & Trauma
- CRIS304 - PTSD & Combat Related Trauma
- CRIS305 - Trauma Assessment & Intervent
- CRIS306 - Complex Trauma & Disasters
- CRIS605 - Crisis & 1st Responder Skills
- CRIS606 - Acute Stress, Grief & Trauma
- CRIS607 - PTSD & Combat Related Trauma

**Questions Below**

**Stay** **Save All A**

**Note:** After submitting a request, you will have 16 weeks to submit your portfolio before the submission expires or you will have to submit a new request.

7. Review each question's prompt.

**Experience Plus Portfolio Questions:**

**PLEASE NOTE:** These questions require long essay style answers. Please attach a valid document (IE: Microsoft Word, PDF, etc.) to each required question.

A list of acceptable documents can be found within the document upload popup by clicking the Upload/Edit button.

**Evaluate the differences between Christian counseling and the secular counseling field \***

No documents have been uploaded

**Edit Documents**

Document Required

**Apply counseling issues to diverse populations \***

No documents have been uploaded

**Edit Documents**

Document Required

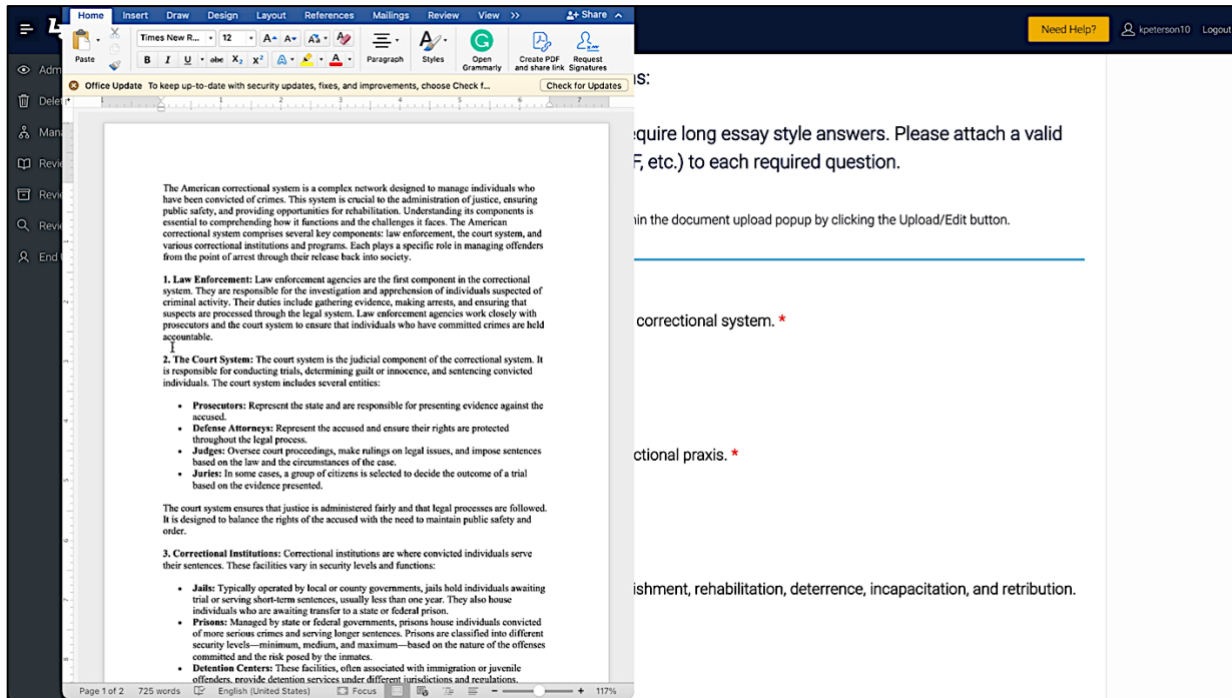
**Discuss a biblical model of Christian counseling \***

No documents have been uploaded

**Edit Documents**

Document Required

8. Thoroughly answer each prompt by using a separate Word document for each question. Ensure you connect your documented years of experience evidence or an artifact to the narrative by thoroughly explaining how the evidence or artifact shows mastery of the prompt.



**Note: Properly format your documentation according to the guidelines and ensure your response includes academic research, if requested. In addition to your Word document, you must attach documented years of experience evidence or artifacts, such as a resume or Curriculum Vitae, for each question.**

9. Complete the narrative response for each question and gather all documented years of experience evidence and artifacts that support your narrative.
10. Once you have all the narrative responses for each prompt and all of the documented years of experience evidence, return to the **Portfolio Application**.

**Experience Plus Portfolio Questions:**

**PLEASE NOTE: These questions require long essay style answers. Please attach a valid document (IE: Microsoft Word, PDF, etc.) to each required question.**

A list of acceptable documents can be found within the document upload popup by clicking the Upload/Edit button.

**Evaluate the differences between Christian counseling and the secular counseling field \***

No documents have been uploaded

Edit Documents

Document Required

**Apply counseling issues to diverse populations \***

No documents have been uploaded

Edit Documents

Document Required

**Discuss a biblical model of Christian counseling \***

No documents have been uploaded

Edit Documents

Document Required

## SUBMITTING YOUR DOCUMENTS

11. Locate the first question and then click **Edit Documents**.

**Experience Plus Portfolio Questions:**

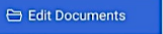
**PLEASE NOTE:** These questions require long essay style answers. Please attach a valid document (IE: Microsoft Word, PDF, etc.) to each required question.

A list of acceptable documents can be found within the document upload popup by clicking the Upload/Edit button.

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**Evaluate the differences between Christian counseling and the secular counseling field \***

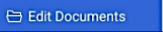
No documents have been uploaded

 Edit Documents

Document Required


**Apply counseling issues to diverse populations \***

No documents have been uploaded

 Edit Documents


12. A dialogue box will open on the left-hand side of the screen. Click **Choose Files**.

**Document Upload** ✕



**Drag and Drop Files**

Select or drop files here.





**There are document type and size limits for this upload.**

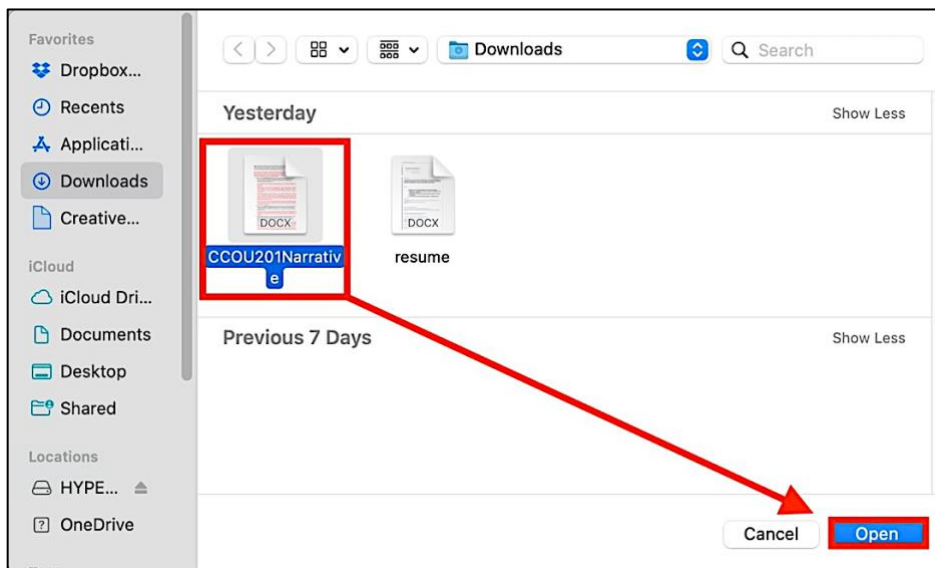
Maximum of 10MB per file.

Valid document types are:

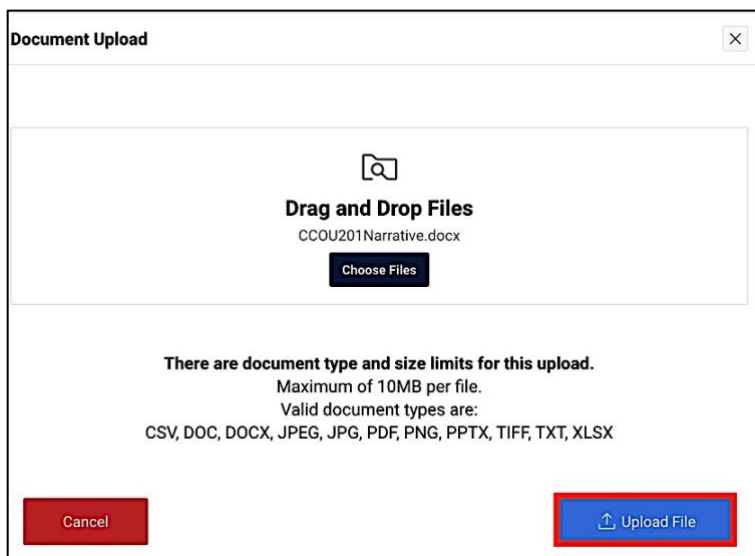
CSV, DOC, DOCX, JPEG, JPG, PDF, PNG, PPTX, TIFF, TXT, XLSX

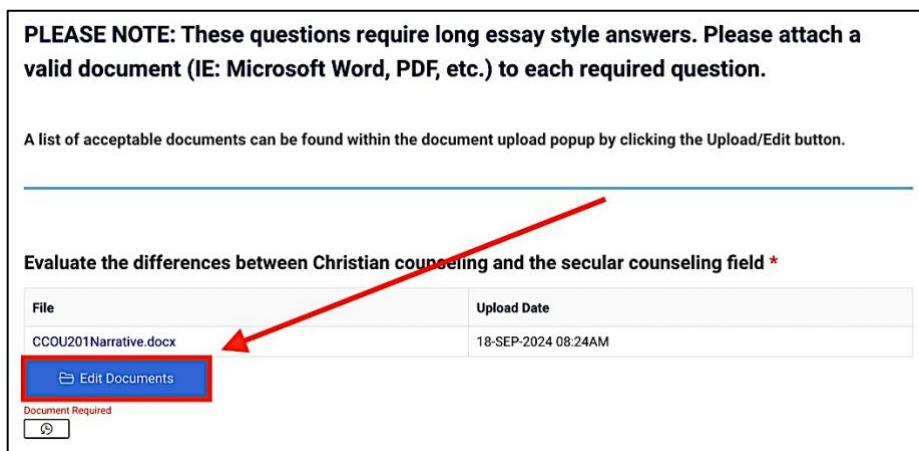
13. Locate the narrative Word document that you created for this question. Select the file and click **Open**.



14. Click **Upload File**.

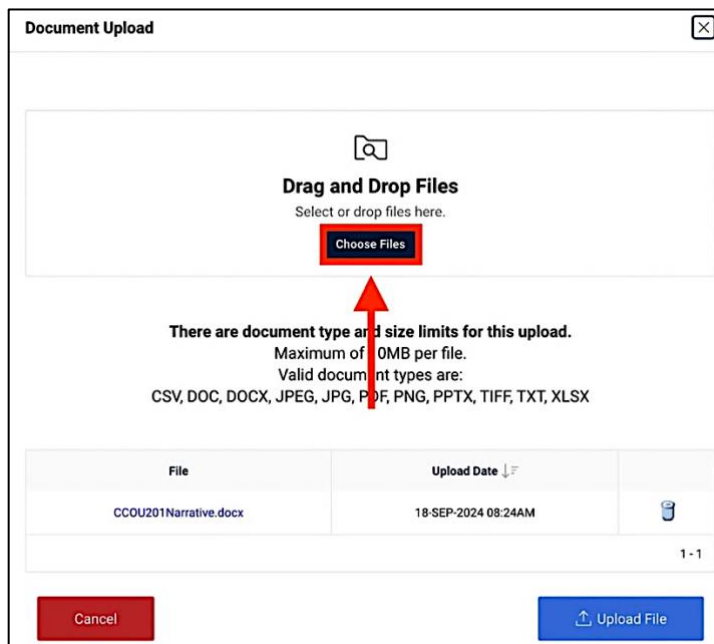


15. Next, click **Edit Documents**.

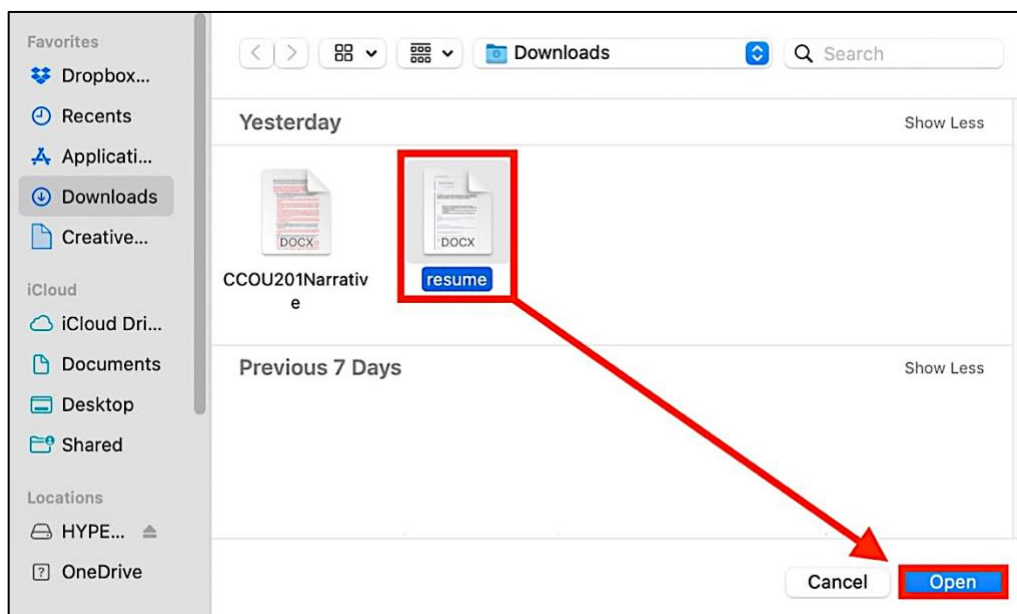




16. Click **Choose Files**.



17. Select the file with your documented years of experience evidence (e.g., resume, CV, etc.), and click **Open**.



**Note:** Repeat this step until all documented years of experience evidence and artifacts have been added to the question.

18. Repeat these steps for each question in the **Portfolio Application** submission.

19. Review all questions to ensure that all documents have been added to each question.

**Evaluate the differences between Christian counseling and the secular counseling field \***

| File                  | Upload Date         |
|-----------------------|---------------------|
| resume.docx           | 18-SEP-2024 11:49AM |
| CCOU201Narrative.docx | 18-SEP-2024 08:24AM |

[Edit Documents](#)

Document Required

**Apply counseling issues to diverse populations \***

| File                  | Upload Date         |
|-----------------------|---------------------|
| resume.docx           | 18-SEP-2024 01:17PM |
| CCOU201Narrative.docx | 18-SEP-2024 11:50AM |

[Edit Documents](#)

Document Required

**Discuss a biblical model of Christian counseling \***

| File                  | Upload Date         |
|-----------------------|---------------------|
| CCOU201Narrative.docx | 18-SEP-2024 01:18PM |
| resume.docx           | 18-SEP-2024 01:17PM |

[Edit Documents](#)

Document Required

*Note: Each question must include a narrative document and at least one piece of evidence or artifact documenting years of experience.*

20. Click **Save All Answers and Submit**.

Faculty review responses will show below once request has been reviewed:

Appeal review responses will show below if the request is reviewed at on an appeal:

[Home](#) [Save All Answers & Stay](#) [Save All Answers & Submit →](#)



21. Review the conditions for the **Portfolio Application** submission. Then, check the **checkbox** to confirm that you accept the conditions.

**Please Confirm The Below Statement**

A \$100 non-refundable portfolio assessment fee will be charged to your student account in order to evaluate the submission for knowledge demonstrated through prior learning assessment portfolio. Not all portfolio submissions may qualify for academic credit. Regardless of whether your submission is accepted for credit or not, no portion of the assessment fee will be refunded. By clicking the checkbox and submitting this form, you accept the assessment fee and the terms and conditions of portfolio assessments as described within the associated web pages

☒ By clicking the checkbox and submitting this form you accept the terms and conditions outlined above.

Cancel Confirm Submission

22. Click **Confirm Submission**.

**Please Confirm The Below Statement**

A \$100 non-refundable portfolio assessment fee will be charged to your student account in order to evaluate the submission for knowledge demonstrated through prior learning assessment portfolio. Not all portfolio submissions may qualify for academic credit. Regardless of whether your submission is accepted for credit or not, no portion of the assessment fee will be refunded. By clicking the checkbox and submitting this form, you accept the assessment fee and the terms and conditions of portfolio assessments as described within the associated web pages

☒ By clicking the checkbox and submitting this form you accept the terms and conditions outlined above.

Cancel Confirm Submission

23. Once you've submitted your portfolio, a faculty member will review it, and you will be notified if it is approved or denied.

| Your Current Requests             |                                     |   |                             |                                     |                                |              |                     |
|-----------------------------------|-------------------------------------|---|-----------------------------|-------------------------------------|--------------------------------|--------------|---------------------|
| <span>Submit a New Request</span> |                                     |   |                             |                                     |                                |              |                     |
| <input type="text"/>              | <span>Go</span>                     | <span>Actions</span>  |                             |                                     |                                |              |                     |
| <input type="checkbox"/>          | <input checked="" type="checkbox"/> | <span>Inactive</span>   | <input type="checkbox"/>    | <input checked="" type="checkbox"/> | <span>Not Yet Submitted</span> |              |                     |
| Submission ID                     | Status                              | Group Name  | Most Recent Submission Date | Original Submission Date            | Submitted By                   | Started Date |                     |
| <span>View</span>                 | 3117099                             | Your Request has been submitted and is awaiting faculty review. | CCOU201                     | 2024-SEP-18 01:42PM                 | 2024-SEP-18 01:42PM            | sparkyeagle  | 2024-SEP-18 08:24AM |

1 - 1 of 1

24. If your portfolio is approved, you will earn transfer credits for this course.

Status

Not Yet Submitted

1 inactive setting

1 - 50 of 3,016

|                 | Submission ID | Status  | Group Name | Most Recent Submission Date | Original Submission Date | Started By  |
|-----------------|---------------|---------|------------|-----------------------------|--------------------------|-------------|
| <div>View</div> | 3110514       | Approve | CCOU201    | 2024-SEP-12 02:53PM         | 2024-SEP-12 09:16AM      | sparkyeagle |
| <div>View</div> | 3106740       | Approve | CCOU202    | 2024-SEP-10 10:42PM         | 2024-SEP-10 10:37PM      | sparkyeagle |

25. If your request is denied, you will have 2 weeks to review and address the feedback and resubmit the portfolio. If the portfolio is not resubmitted within 2 weeks, the submission will be archived and you will no longer be able to appeal the decision.

26. If you decide not to submit your portfolio, click **Delete** to remove it from the list.

| ▼ Your Current Requests |                      |   |             |                             |                          |              |                     |  |
|-------------------------|----------------------|---|-------------|-----------------------------|--------------------------|--------------|---------------------|--|
|                         |                      |   |             |                             |                          |              |                     |  |
|                         | <input type="text"/> |   |             |                             |                          |              |                     |  |
|                         |                      | Inactive  |             |                             | Not Yet Submitted        |              |                     |  |
|                         | Submission ID        | Status  | Group Name  | Most Recent Submission Date | Original Submission Date | Submitted By | Started Date        |  |
|                         | 3045519              | Not Yet Submitted                                       | Shirt Order |                             |                          | KPETERSON    | 2024-AUG-22 04:05PM |  |
|                         | 3045499              | Your Request has been submitted and is awaiting review. | Shirt Order | 2024-AUG-22 04:04PM         | 2024-AUG-22 04:04PM      | KPETERSON10  | 2024-AUG-22 04:03PM |  |
|                         | 3045481              | Your Request has been submitted and is awaiting review. | Shirt Order | 2024-AUG-22 03:55PM         | 2024-AUG-22 03:55PM      | KPETERSON10  | 2024-AUG-22 03:54PM |  |
| 1 - 3 of 3              |                      |   |             |                             |                          |              |                     |  |

## Need Assistance?

If you need assistance with the **Experience Plus** form or process, please contact [EPlus@liberty.edu](mailto:EPlus@liberty.edu).