

About the Handbook:

This handbook is designed to be a guide for students and in some cases, faculty. The guide is exclusively for PLA portfolios and does not cover all types of Prior Learning Assessment. Please visit the [PPSC PLA website](#) for information on other types of PLA such as industry certifications and challenge exams.

About PLA Portfolio:

Knowledge and skills acquired through work and lifelong learning may be evaluated and validated through a formal portfolio assessment. A portfolio is a formal academic framework that students use to align their learning against competencies/learning outcomes of a course for the purpose of having a faculty subject matter expert evaluate their learning for college credit. The portfolio requires that students demonstrate their learning through a narrative and supporting artifacts specific to the course content. Below are the steps for completing a PLA portfolio. Each portfolio is unique to the student and their experience. Credit is not awarded for experience but for the *learning* gained from experience.

Additional Contact Information:

[Gary Walker](#), Director of PLA
[Kendra Johnson](#), PLA Officer

DETAILED STEPS**Step 1:**

- Identify the courses in your degree plan you'd like to petition for credit. A separate portfolio submission is required for each discipline/department. You can review your degree plan by accessing your Degree Check in the PPSC Student Portal.
- To find course information and competencies, search for the course under the [Common Course Numbering System](#). If you are submitting for multiple courses across more than one discipline, you will need to submit separate portfolios for each discipline.

Step 2:

- Contact the department chair or other faculty member in the respective discipline to determine what artifacts are needed to demonstrate course competency. You will need to bring the course description and competencies along with a basic description of your previous experience that could meet the course requirements when speaking to the faculty person.
- Meeting with the faculty to determine what they will require should lower your risk of having it denied. Requests for re-evaluation will be charged at the same rate as the first-time assessment.

Step 3:

- Assemble your portfolio. At a minimum, your portfolio should include the following:
 - Completed PLA Portfolio Student Agreement
 - Cover Page: Include your name, declared program, and course(s) you're petitioning
 - Degree Check: Show your program progress and remaining required courses.
 - Narrative of Intent: Introduce yourself with a brief autobiography that relates to the portfolio submission and credit requested.

- Course Competencies or Learning Outcomes: The course competencies and learning outcomes can be found on the [Common Course Numbering System](#) website.
- Documentation: Verifiable documentation to support requests for awarding credit. The supporting documents will need to be of sufficient breadth and depth to validate the stated learning and provide the evaluator with qualitative evidence for evaluation. Work closely with the faculty member consulted in Step 2 to insure everything necessary is included.
 - Possible types of documentation may include but is not limited to: Certificates of Training, Industry Certifications*, awards, job descriptions, performance evaluations.

*If the certification is a portion of what is being required to prove competency, submit it along with other documentation. If the certification stands alone to prove course competency, students should complete the MOU PLA and/or NON-MOU agreement found on the [PPSC Records forms website](#).

STEP 4:

- Complete the [PLA portfolio agreement](#) and attach all required documentation.
 - All PLA requests are submitted online using forms maintained by the PPSC Records department. If hard copies are submitted, students will be contacted to resubmit using the online forms, which may delay the processing time.
 - Students will receive an email copy of their submission as well as the decision.
 - It is possible that your portfolio may be provisionally accepted pending the submission and review of additional items.
 - Students may appeal the evaluation decision according to the appeal process outlined in the [CCCS PLA Credit Manual](#)
 - If approved, credit will not be awarded until payment is submitted via the [Records Storefront](#).