



Application for Prior Learning Assessment (PLA)

Print clearly or type.

NOTE: If credit is granted, it will appear on your transcript with a grade of "EXP." PLA credit is not used to calculate GPA but does satisfy graduation requirements. PLA credit is **not** typically transferrable to other institutions. You may **not** apply for PLA credit if you are enrolled in the course, if you have previously been enrolled in the course, or if you have previously attempted an exemption test.

APPLICATION PROCEDURE: (A separate application is required for each PLA request)

1. Complete the top section of this application.
2. Take application to Cashier's office and pay non-refundable PLA test fee. Cashier will attach payment confirmation.
3. Submit application to Academic Affairs.
4. Monitor NGTC student email account for notification of the PLA review date, location, and any required materials.

Student completes this section.

Date: _____		NGTC Student ID #: _____	
Name: _____		_____	
Last	First	Middle or Maiden	
Mailing Address: _____			
City: _____		State: _____	Zip: _____
Phone: (____) _____		NGTC Email: _____	
Course # and Title: _____			Credit Hours: _____
For Example: <u>COMP 1000, Introduction to Computers</u>			Credit Hours: <u>3</u>

Cashier completes this section: Staple payment receipt to this form and present at the time of the PLA test. The non-refundable fee for an exemption test is 25% of the course tuition.

Total Credit Hours for Course _____ X \$100.00 = _____ (Course Tuition) X 25% = _____ PLA Test Fee
Date Paid: _____ Business Office Staff Member Receiving Payment: _____

Academic Affairs completes this section and sends a copy to the student's NGTC email account prior to the PLA.

PLA Appointment		Date: _____	Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
PLA Location: _____		Building: _____	Room: _____		

Academic Dean completes this section after the PLA and submits the signed form to the Registrar's office. If criteria have been met, the Registrar's office enters the credit and it will be viewable on the student's unofficial transcript in BannerWeb.

I certify that this student	<input type="checkbox"/>	has met the criteria for	Justification: <input type="checkbox"/> Employer verification of skill/knowledge <input type="checkbox"/> Program instructor verified via skill/knowledge examination <input type="checkbox"/> Professional certification/licensure <input type="checkbox"/> Other (attach or explain here) _____
	<input type="checkbox"/>	has not met the criteria for PLA for the listed course.	
Dean's Signature: _____			Date: _____

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