



APPLICATION FOR PRIOR LEARNING ASSESSMENT

Earning Credit for Work or Life Experience

Not all learning is done in the classroom! At CCBC, we allow students to create portfolios to substitute work or life experience for official credit towards their degree for classes not previously taken. Your portfolio is critical in determining whether you are eligible to receive college credit.

Checklist for Building Your Portfolio

- A personal essay (2-5 pages) explaining how you meet the course objectives through your experiences.
- Supporting documentation may include resume, certifications, trainings, letters of recommendations, employer evaluations, job descriptions, work assignments, personal projects, and/or faculty interview or assessment.
- Need help? Review the course descriptions on our website, discuss the syllabus with your faculty advisor, or visit Admissions & Registration for assistance in completing your portfolio.

It's Easy to Get the Credits You Deserve

1. Complete this application form and a separate portfolio per course.
2. Pay a non refundable \$129.00 fee per course to the Cashier's Office.
3. Submit your completed application and portfolio to Admissions & Registration.
4. We will notify you after your portfolio was assessed to determine if credits will be awarded.

STUDENT INFORMATION

CCBC ID #	Last Name	First Name	Middle
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Address	City	State	Zip
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Telephone	Email Address
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COURSE INFORMATION

Course Division	Course Number	Course Name	Course Credits
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Student Signature	Date
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By signing this form, I understand the portfolio I submit will become a part of my student record and will not be returned.

FOR OFFICE USE ONLY

- Payment Received by Cashier's Office
- Portfolio Received by Director of Enrollment Services

Approved Not Approved

Faculty Signature	Date
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Dean Signature	Date
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