

## Prior Learning Assessment (PLA) Policy & Procedures

### Policies

- The Federal Department of Education requires approximately 40-45 hours of time per college semester credit
- In order to qualify for PLA credit, learning must be at “college level” and combine theory with praxis
- PLA credits are only awarded as (up to 30) undergraduate credits
- PLA credit can be used as electives (when applicable), in place of a specific required course, or to fulfill pre-requisites needed for entry into MIT

### Definitions

- Prior Learning Assessment (PLA) allows candidates to use professional trainings and some work experiences as college-credit during their undergraduate experience.
- There are two types of PLA
  - Certified Prior Learning (CPL)
    - is the most used type of Prior Learning,
    - is (typically) pre-reviewed & standardized by the College of Education, and
    - uses certificates of completion or official documentation to establish its validity
  - Portfolio
    - In rare cases, a candidate (in conjunction with the Field Coordinator) may build a portfolio to apply for Prior Learning credit. Portfolios have four parts and are 8-10 pages in length.
      - Introduction
      - Body
      - Sources of Knowledge
      - Documentation of Knowledge
    - Portfolios must demonstrate college-level learning, alignment with course outcomes, and minimum course hours through triangulation of data. At least three of the following documents must be submitted as documentation of knowledge
      - Training Materials
      - Readings
      - Letters of Verification
      - Reflection Papers
      - Video/Audio Recordings

### Questions

- If you would like to apply for Prior Learning, or if you have questions, please contact [GYO@northwestu.edu](mailto:GYO@northwestu.edu)