UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Prior Learning Assessment Student Manual

(Updated Spring 2021)

Table of Contents

University of Arkansas – Pulaski Technical College (UA-PTC) recognizes that individuals involved in various aspects of life have already acquired learning of a measurable, college-level dimension beyond a traditional college classroom setting, which can be assessed legitimately and recognized as part of a degree program.

Such learning, frequently called **prior learning**, may result from employment/work experience, professional certification, non-credit courses, hobbies, volunteer experience, civic activities, travel related specifically to a degree plan, military and other experiences. Although there are commonly recognized avenues of assessing college-level learning at a high school level, the assessment of prior learning is primarily for students who have been out of high school and/or college for several years and who are entering or returning to UA-PTC to earn an Associate's Degree or Technical Certificate.

A team of UA-PTC faculty and staff has developed policies and materials to aid you in the process of petitioning for credit through prior learning. UA-PTC meets the standards set forth by the Council for Adult Experiential Learning, which will be notated throughout this manual as "[CAEL #]".

Many aspects of this process are rigorous, intentionally designed for you to deeply evaluate your skills and knowledge to prove learning occurred during life experiences. It is not enough that you simply had an experience; you must ***demonstrate*** what you learned from the experience *[CAEL #1].*

Details of subject areas that may be evaluated for credit by UA-PTC are contained in this manual and on our website. Should the college not yet offer credit for prior learning in a subject of your experience, be sure to inquire. You may be the one who leads to new areas being offered!

This manual is designed to assist you in the definitions of prior learning, policies, procedures, fees, categories, and assessment methods in order to ensure you thoroughly demonstrate your learning and receive fair college credit. It has been updated to reflect the newest offerings. Your careful review and understanding of the contents of this manual will be your greatest asset.

Prior Learning Assessment Committee

Dear Students:

Welcome to University of Arkansas – Pulaski Tech's Prior Learning Assessment program. This is an exciting time to be furthering your education. Your dedication to your studies and educational experiences will only enhance your future opportunities as a UA-PTC graduate and working professional. At UA-PTC, our faculty and staff are devoted to educational quality and standards. In turn, this means your learning experience with be both relevant and rigorous.

New to several UA – Pulaski Tech programs is reviewing students' prior learning that could be directly applicable to their chosen degree program. This review will allow the opportunity for learning in previous work experience, possible military service, plus other experiences to be assessed for inclusion in your degree pathway. This is a great example of how relevancy and rigor support your success at UA-PTC.

The Prior Learning Manual is here to provide you – as a UA-PTC student – the details and necessary steps needed to begin the prior learning review process. And, as part of your UA-PTC education, it will ultimately assist you when taking those positive steps in becoming a skilled worker.

Margaret A. Ellibee, Ph.D.
Chancellor

Definitions

Prior learning assessment (PLA) is a process by which an individual's learning from experience that is equivalent to college-level coursework is assessed and evaluated for purposes of granting credit, certification, or advanced standing toward further education or training *[CAEL #2].*

College-level learning is deemed as learning that is at a level of achievement equal to subject areas traditionally taught in colleges, commonly recognized amongst colleges, and is acquired after high school and expected for professional acceptance.

The Council for Adult Education and Learning (CAEL) offers these criteria for defining college-level. The learning must:

- Be measurable.
- Be at a level of achievement defined by faculty as college equivalent.
- Be applicable outside the context in which it was learned.
- Have a knowledge base and be reasonably current.
- Include both a theoretical and practical understanding of a subject area.
- Show some relationship to the degree goal.
- Not repeat learning for which credit has already been awarded.

PLA Categories

PLA may be awarded in two broad categories: credit by examination and portfolio assessment.

Credit by examination includes several categories of exam evaluation. **Category I** include commonly recognized national exams accepted by colleges, as well as the evaluation of some credit completed during high school. These include:

- College Level Examination Program (CLEP)
- Advanced Placement Program (AP credit)
- DANTES Standardized Subject Tests (DSST)
- American Council on Education Military Program(ACE/Military)
- International Baccalaureate diploma programs (IB credit)
- Credit earned through a Memorandum of Understanding with a public agency, high school, or other educational institution.

In addition, the college may consider a certification or license offered at the national or state level as evidence for prior learning. These are **Category II** evaluations. Examples include (but are not limited to) cosmetology licensure, culinary certifications, health care related certifications, or IT and industry certifications.

Details of college credit offered through credit by examination can be found in Section II of this manual.

Portfolio assessment is a means by which the student documents life experiences and learning. Students will complete a rigorous self-assessment in order to produce a portfolio. In the portfolio, students will describe significant learning experiences and what skills and knowledge have been attained from those experiences. Some instances of non-transferable credit from regionally accredited schools may be evaluated through portfolio. Credit from non-regionally accredited schools cannot be accepted on its own. An additional form of assessment, via certification or portfolio, will be required.

Individual course syllabi from the college will be used to match learning to course objectives *[CAEL #3].* In addition to an initial interview with the PLA Coordinator, students write a narrative

and utilize letters, certificates, reports, products, demonstrations, etc. to show evidence of the learning that has been acquired.

Students seeking credit by portfolio assessment may register for the online PLA 1001 - Portfolio Development course offered on-demand in the first 8-week fast track term of the Fall and Spring semesters. This course is one credit hour and may count toward residency credit. The objectives will guide you step-by-step in developing a professional portfolio. Students will receive a Credit (CR) or No Credit (NC) for the course, with the goal of producing a portfolio ready for submission at the end of the course.

Students choosing not to enroll in the course may utilize Section III of this manual for reference. However, as stated in the policies section, credit cannot be requested again when it has been denied. In order to feel confident of your submission, registration for the Portfolio Development course is strongly recommended.

The PLA Coordinator will evaluate a submitted portfolio on its readiness to be reviewed by a faculty expert. Then, the portfolio will be assessed by an appropriate faculty expert to determine if credit can be awarded *[CAEL #4].* Faculty assessors are chosen by the Dean of the division and have been trained by the college in assessment by participating in a professional development program *[CAEL #9].*

UA–PTC also accepts portfolios that have been developed and assessed by CAEL's Learning Counts program. See the appendix for more information.

UA-PTC does not guarantee that another college or university will accept PLA credit in transfer. Every effort is made to collaborate with UA-PTC's major transfer institutions to ease the process of transferring credit, but you should check with any school about their transfer and PLA policies.

PLA Policy

In cooperation with CAEL standards, the research of best practices of various colleges who offer PLA, and Arkansas Department of Higher Education requirements, UA-PTC has adopted the following general policies for awarding PLA credit *[CAEL #7]*:

1. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of fall identified learning outcomes for a specific course or courses *[CAEL #1].*
2. A maximum of **30 credit hours** of transferable degree requirements (e.g. Associate of Arts, Associate of Science, etc.) can be satisfied by receiving academic credit through PLA.
3. For certain certificate programs and non-transferable degree programs (e.g. Technical Certificates, Associate of Applied Science, etc.), the maximum credit hours that may be satisfied through PLA will vary. (See sections II and III of this manual for program-specific information.)
4. To be eligible to petition for PLA, the student must be currently enrolled and in good standing at UA-PTC, or be eligible for re-admission to the college.
5. Credit may only be awarded for courses applicable to the student's declared degree plan *[CAEL #5].*
6. All PLA credit should be awarded prior to the student's last semester of enrollment (before graduation).
7. PLA credit does not count toward the 15 credit hour residency requirement of the college, nor meet eligibility requirements for financial aid or loan deferment.
8. Students who are denied credit through PLA for a specific course may not petition for credit again for that course by any options defined under PLA.
9. A student may not receive credit twice for a course that has been awarded through PLA *[CAEL #6].*

Further specific policies and criteria for petitioning and awarding PLA credit are contained in this manual.

UA-PTC is committed to excellence in offering PLA services. To ensure students' needs are met, standards are maintained, and all assessment procedures are conducted with quality and equity, an annual team of faculty and staff will meet to evaluate PLA services *[CAEL #10].* To review the members of this team, please see **PLA Oversight Team** in the appendix.

Application Procedure

Depending on the type of credit being petitioned, PLA request procedures are as follows:

Credit by Examination

Category I: Scores or official transcripts must be sent directly from the institution or testing agency. There is no application or charge for this evaluation service.

Category II: Complete the Credit by Examination Application Form (found in the Appendix of this manual or on the college's website). Take the request form to the business office and pay the PLA Application Fee. Submit the official results of the exam to the PLA Coordinator. Exam results will not be accepted unless the application is completed and the fee has been paid.

Portfolio Assessment

Schedule an appointment with the PLA Coordinator using the college's academic advising system on the UA-PTC Portal. This appointment should be made early in or prior to the start of the semester. In this meeting, you will have an introductory interview in order to evaluate the feasibility of petitioning for PLA credit. This will include a short self-inventory of your knowledge and skills.

Should there be merit for you to pursue PLA credit by portfolio, the PLA Coordinator will review portfolio requirements and offer enrollment in the Portfolio Development course (if the timing is prior to the first 8-week term). The course is not required to submit a portfolio.

A submission deadline will be given in which students should be prepared to submit a completed portfolio. To do so, complete the Portfolio Assessment Application Form (found in the Appendix of this manual or on the college's website). Submit the form to the business office and pay the PLA Application Fee. Submit the portfolio to the PLA Coordinator with a copy of the application form as the cover sheet. Students should make a copy of the entire portfolio to retain. The original will be kept on-file with the college. Portfolios will not be accepted unless the PLA Coordinator has conducted an interview with the student, the request form is completed, and the application fee has been paid.

Prior learning credits will be noted on the student's transcript as having been awarded through PLA *[CAEL #6].* Grades are not recorded when credits are earned through PLA, nor is a student's grade point average affected.

Certain assessment services will be charged a PLA Credit Hour Fee if credit is awarded. This fee must be paid before a transcript will denote credit by PLA. The services that incur this fee include evaluation of Category II exams and portfolio assessment. The PLA Credit Hour Fee is not charged for evaluation of Category I exams.

After assessment, you will receive notification via your UA-PTC student e-mail account indicating the assessment results. If credit is awarded, it will be designated under the headings of either "Credit by Examination" or "Portfolio Assessment". The transcript will designate the course code, course title, number of credits awarded, and the designation "CR" for credit.

It must be reiterated that UA – Pulaski Technical College does not guarantee the transferability of credits awarded through prior learning. You must check with other institutions regarding their PLA and transfer policies.

PLA Fees

The following is a list of **non-refundable** prior learning assessment fees by category of prior learning credit *[CAEL #8].* A definition of the fees follows. Students should be aware that financial aid awarded to a student's account does not cover the cost of petitioning and obtaining credit through PLA. All fees are an out-of-pocket expense to the student.

Category I Exams: no charge

Category II Exams:

- PLA Application Fee: $25
- PLA Credit Hour Fee: 25% of current tuition

Portfolio Assessment:

- PLA Application Fee: $25
- PLA Credit Hour Fee: 25% of current tuition
- Portfolio Development course (optional): 1 credit hour tuition/fees
- Extension Fee (optional): $25

PLA Application Fee: the fee required for the processing of the PLA Request Form and supporting documentation.

Example of charges:

In the Fall 2019 semester, tuition is $134 per credit hour. Susan wants to petition for three 3-credit hour courses—a total of 9 credit hours—by submitting a portfolio.

She submits her application and pays the PLA Application Fee of $75 ($25 x 3 courses) to the business office. Her portfolios are assessed and she is awarded credit for the three courses she requested. She returns to the business office to pay the PLA Credit Hour Fee, which comes to $301.50 ($134 x 9 credit hours x 25%).

In total, Susan paid $376.

PLA Refund and Appeal Policy

PLA fees cover administrative and assessment costs incurred by the college. **Students are not paying fees to purchase college credit.** Therefore, **all fees are nonrefundable** regardless of the outcome of the petition for credit.

Once a PLA Application Form has been submitted to the college, there is no refund of the PLA Application Fee. Once the student is notified of a credit award, the PLA Credit Award Fee will not be removed from the student's account nor refunded if paid.

If a student is denied credit, the student can appeal the decision by following the steps below *[CAEL #7].* During the appeal process, no new or additional information, documentation, or evidence of learning will be considered. The timeline and steps of the appeal process will be strictly enforced. Failure to abide by these steps will result in forfeiture of appeal.

Step 1: Faculty Assessor
The student should meet with the faculty assessor within 10 business days of the student's notification of credit denial to discuss the recommendation of no-credit. If the student does not agree with the faculty assessor's explanation or decision, the student may complete a PLA Appeal Form with an attached explanation.

Step 2: Request for Appeal of No-Credit Recommendation
The PLA Appeal Form is submitted to the PLA Coordinator within five business days of the conference held with the faculty assessor. An appeal form will not be accepted unless Step 1 was completed, nor after this deadline.

The PLA Appeal Committee will review the request for appeal to determine if there is sufficient rationale to warrant a second assessment. If approved by majority vote, the appeal moves to Step 3. If denied, there is no further basis for appeal and the decision is final.

Step 3: Second Assessment
A second assessment of PLA documentation is conducted by a new faculty assessor selected by the Dean of the division. The same criteria used to initially assess the PLA request will be followed. The PLA Coordinator will be notified of the assessment results and meet with the faculty assessor to discuss the recommendation. The student will be notified of the decision via the student's UA-PTC e-mail account.

Step 4: Provost
If the student does not agree with the second faculty assessor's decision, the Chief Academic Officer for the college will be notified by the PLA Coordinator. The PLA Appeal Committee and

both faculty assessors will meet with the Chief Academic Officer and make a recommendation to award or deny credit by majority vote. The decision of the Chief Academic Officer is final.

CREDIT BY EXAMINATION

Category I Credit (National Exams)

Category I include nationally recognized exams commonly accepted among colleges. Also in this category are military credit evaluation, courses taken as a high school student through international baccalaureate programs and articulation agreements with institutions and agencies. These evaluation services are offered at no cost to the student. The following is a list of exams and evaluation services accepted by UA-PTC. For the most up-to-date list of individual exams and courses, along with the accepted scores for credit, please visit our website at www.uaptc.edu.

College Level Examination Program (CLEP)
A full list of accepted CLEP scores is available in the next section and also by visiting www.uaptc.edu/pla/credit-by-examination

Advanced Placement (AP) program
A full list of accepted AP scores is available in the next section and also by visiting www.uaptc.edu/pla/credit-by-examination

DANTES Standardized Subject Tests (DSST)
DSSTs represent an opportunity to earn college credit by those in the military. A full list of accepted DSST scores is available in the next section and also by visiting www.uaptc.edu/pla/credit-by-examination

American Council on Education (ACE) for joint services transcript evaluation
Please contact VA representative for UA-PTC for military services.

International Baccalaureate Diploma Program (www.ibo.org)
A full list of accepted IB scores is available in the next section and also by visiting www.uaptc.edu/pla/credit-by-examination

Arkansas high schools with an IBO program include:

- Bentonville (School Code: 002903)
- Hot Springs (School Code: 001867)
- Mount Saint Mary (School Code: 001197)
- North Little Rock West (School Code: 001398)
- Springdale (School Code: 002323)

Memorandum of Understanding with Institution/Agency
High schools who offer concurrent college credit with UA-PTC include:

- Arkansas Technical Career Center
- Bauxite

- Benton
- Bryant
- Cabot
- Conway
- Jacksonville North Pulaski School District
- Little Rock
- North Little Rock
- Pulaski County Special School District

College Level Exam Placement (CLEP)

The College Level Exam Placement program was developed by the College Board® to give students the opportunity to take exams in order to earn college credit. CLEP scores are reported on a scale of 20 to 80. The University of Arkansas - Pulaski Technical College (UA-PTC) may award college credit for select CLEP exams if a student earns a minimum passing score of 50 or higher.

UA-PTC accepts, evaluates, and awards CLEP credit through our Prior Learning Assessment Policy. The full policy can be reviewed online at www.uaptc.edu/pla.

An official transcript must be mailed from the College Board® directly to the Registrar's Office at UA-PTC in order to be evaluated for credit. **Credit will not be awarded without an official score report.** Additionally, credit can only be awarded to students who are enrolled at the institution.

The following tables represent the current CLEP exams available and accepted at UA-PTC. The table also reflects the minimum score required on each exam to earn credit. Although CLEP scores do not expire, students may have taken exams that are no longer being offered by the College Board®. In these instances, please contact UA-PTC Registrar's Office for corresponding credit scores and information.

UA – Pulaski Technical College CLEP Code: 8365

Advanced Placement (AP)

The Advanced Placement program was developed by the College Board® to give students the opportunity to take exams in order to earn college credit while still in high school. AP scores are reported on a scale of 1 to 5 with “5” meaning exceptionally qualified for credit. The University of Arkansas-Pulaski Technical College (UA-PTC) may award college credit for select AP exams if a student earns a minimum passing score of 3 or higher.

UA-PTC accepts, evaluates, and awards AP credit through our Prior Learning Assessment Policy. The full policy can be reviewed online at www.uaptc.edu/pla.

An official transcript must be mailed from the College Board® directly to the Registrar’s Office at UA-PTC in order to be evaluated for credit. **Credit will not be awarded without an official score report.** Additionally, credit can only be awarded to students who are enrolled at the institution.

The following tables represent the current AP exams available and accepted at UA-PTC. The table also reflects the minimum score required on each exam to earn credit. Although AP scores do not expire, students may have taken exams that are no longer being offered by the College Board®. In these instances, please contact UA-PTC Registrar’s Office for corresponding credit scores and information.

UA – Pulaski Technical College AP Code: 3622

DANTES Standardized Subject Tests (DSSTs)

DANTES Standardized Subject Tests were developed by the Defense Activity for Non-Traditional Education Support program to give military students the opportunity to take exams to earn college credit.

The American Council for Education posts recommended scores for awarding credit for DSSTs. Some subjects are available to take as CLEP exams, but there are some DSSTs that are unique. University of Arkansas - Pulaski Technical College accepts, evaluates, and awards AP credit through the Prior Learning Assessment policy of the college.

UA-PTC may award college credit for select DSSTs. An official score report must be mailed from Prometric directly to UA-PTC Registrar's Office for the exam score to be evaluated. Credit will not be awarded without an official score report.

The following tables represent the current DSSTs available and accepted by UA-PTC and the required scores to earn credit. There is currently no time limit for accepted DSSTs. Students who have older exam scores can request more information by contacting the PLA Coordinator for the college.

UA – Pulaski Technical College DSST Code: 8601

International Baccalaureate Diploma Program

The International Baccalaureate Diploma Program is designed as an academically challenging and balanced program of education with final examinations that prepares students for success at university and life beyond.

Through the Diploma Program, students gain rigorous and balanced academic preparation, an ability to draw on knowledge and understanding of various cultures and histories, and the experience of learning how to think critically and apply what they have learned in different contexts and across disciplines.

University of Arkansas - Pulaski Technical College may award college credit for select Standard Level (SL) and Higher Level (HL) IB Diploma Program exams. In addition, UA-PTC will consider Extended Essay and Theory of Knowledge scores. An official score report must be sent electronically from IBO directly to UA-PTC Registrar's Office for the exam score to be evaluated. Credit will not be awarded without an official score report.

The following tables represent the current SL and HL exams available and accepted by UA-PTC and the required scores to earn credit. There is currently no time limit for accepted scores. Students who have older exam scores can request more information by contacting the PLA Coordinator for the college.

UA – Pulaski Technical College IB Code: 004469

Category II Credit (Certifications and Licenses)

Category II includes several opportunities for evaluation of certifications or licenses that are awarded at the national or state level.

UA-PTC can evaluate the results of these certifications and licenses to award credit for students interested in continuing their education to complete a degree. An official certification or license document must be submitted to the PLA Coordinator for consideration. In special cases determined by the Dean or Program Director, non-transferable coursework from a regionally accredited school may be evaluated. However, coursework from a non-regionally accredited school will require additional assessment, whether from a certification or portfolio.

The evaluation of these certifications, licenses, and courses incurs a PLA Application Fee of $25 and, if awarded, a PLA Credit Hour Fee of 25% of current tuition for the total hours.

The following divisions have programs that are available to have certification or licensing exams evaluated for credit. For the most current list of programs offering PLA credit, please check UA-PTC's website (www.uaptc.edu/pla). Students are welcome to meet with the PLA Coordinator about opportunities that are not specifically listed.

Allied Health and Human Services

Associate of Applied Science in Allied Health - Students who have completed national certification in Sleep Technology, or Surgical Technology may be awarded the professional credit block of the degree, then complete the 19 hours of general education credits. Further information for the Anesthesia Technology and Radiography programs are listed below.

Anesthesia Technology - Currently Certified Anesthesia Technicians (Cer.A.T.) may submit the results of the American Society of Anesthesia Technologist and Technicians' (ASATT) Technician Certification Exam. You may be awarded 10 credit hours representing the first semester courses in the ANES program. Students awarded credit and who are eligible for admission will join the program at the summer semester courses and complete the remaining ANES and general education credit hours to earn an Associate of Applied Science in Allied Health, thereby becoming eligible to take ASATT's technologist certification exam.

Radiography - Current Registered Technologist, Radiographer (RT(R)), who have successfully completed the certification exam administered by the American Registry of Radiologic Technologists, may submit your certification credentials and be awarded 48 credit hours for UA-PTC's Radiography program. Students can then turn their certificate into a degree by

completing the additional 19 credit hours of General Education coursework to earn an Associate of Applied Science in Allied Health.

Further, St. Vincent's School of Radiological Technology may evaluate transcripts from other professional programs that the student was enrolled in but withdrew from, for partial credit of the Radiography program. Interested students should inquire with the St. Vincent's School of Radiologic Technology.

Certified Nursing Assistant - Students who carry a current nursing assistant certification may be awarded 7 credit hours toward the technical certificate in Pre-Health Care Studies and possibly the Associate of General Studies (as a directed elective).

Early Childhood Development - Students who have successfully completed a Certificate of Child Development Associate (CDA) Credential offered by the Council for Professional Recognition may be awarded ECD 1013 - Portfolio and Field Experience.

Cosmetology - Students who have a cosmetology certification from the State Board of Cosmetology may submit your certification credentials and be awarded 20 hours of COSM credit. The additional coursework for the cosmetology certificate could then be completed for graduation.

Business and Information Technology

Information Technology - The IT industry hosts a number of industry and corporate certifications; therefore, this list is not exhaustive. Please inquire if you hold a certification that is not listed to see if credit may be awarded.

Certified Ethical Hacker
CIS 1334 - Ethical Hacking

Cisco Certified Technician Certification (CCT)
CIS 1814-CCNA 1

Cisco Certified Entry Networking Technician (after Sept. 2013 only)
CIS 1814 - CCNA 1

Cisco Certified Network Associate (CCNA)
CIS 1814 - CCNA I
CIS 1824 - CCNA II
CIS 1844 - CCNA III

Cisco Certified Network Associate Security (CCNAS)

CIS 1344 - Network Defense

CompTIA A+ Certification
CIS 1254 - IT Essentials I
CIS 1264 - IT EssentialsII

EMC Proven Professional Information Storage Associate v2 (EMCISA)
CIS 2174 - Storage Area Network

Microsoft Customer Desktop Support Technician
CIS 1264 - IT Essentials II

Microsoft Server Administrator
CIS 2214 - Microsoft Server Administration I

SEC+
CIS 1233 - Fundamentals of Information Security

VMWare Certified Professional 6-Data Center Virtualization (VCP6-DCV)
CIS 2304 - VMWare Virtual Infastructure

MOS Core certifications in ALL 4 areas: Word, Excel, Access, and PowerPoint
BUS 1403-Microcomputer Applications

Culinary and Hospitality Management

The culinary arts have several levels of certifications offered by the American Culinary Federation that may be evaluated to earn credit from the culinary institute. The following certifications are accepted for evaluation and may be awarded the courses listed.

Certified Executive Chef – ACF or World Chef
CUL 1301 - Applied Foodservice
Sanitation
CUL 1302 - Food Production I
CUL 1303 - Food Production II
CUL 1304 Stocks, Sauces, And Soups
CUL 1305 Garde Manger

Certified Chef de Cuisine – ACF or World Chef
CUL 1301 - Applied Food Service Sanitation
CUL 1302 - Food Production I
CUL 1305 Garde Manger

Certified Sous Chef – ACF or World Chef

CUL 1301 - Applied Foodservice Sanitation

CUL 1302 - Food Production I

Certified Culinarian – ACF or World Chef

CUL 1301 - Applied Foodservice Sanitation

Certified Executive Pastry Chef – ACF or World Chef

CUL 1301 - Applied Foodservice Sanitation

BAK 1301 - Baking I

BAK 1302 - Basic Pastry Techniques

BAK 1303 – Cakes and Cake Decorating

BAK 1304 - Baking II

Certified Working Pastry Chef – ACF or World Chef

CUL 1301 - Applied Foodservice Sanitation

BAK 1301 - Baking I

BAK 1302 - Basic Pastry Techniques

Certified Pastry Culinarian – ACF or World Chef

BAK 1301 - Baking I

Certified Hotel Administrator – AHLEI or World Chef

HOS 1301 Introduction to Hospitality

HOS 2306 Practicum

HOS 2309 Lodging Operations

HOS 2312 Hospitality Facilities

HOS 2314 Resort Management

Certified Lodging Owner – AHLEI or World Chef

HOS 1301 Introduction to Hospitality

HOS 2306 Practicum

HOS 2309 Lodging Operations

HOS 2312 Hospitality Facilities

Certified Food and Beverage Executive – AHLEI or World Chef

HOS 2302 The Restaurant Industry

HOS 2303 Professional Study of Beverage and Wine

HOS 2304 Dining Room Operations

HOS 2313 Food and Beverage Management

Certified Hospitality Facilities Executive – AHLEI or World Chef
HOS 2312 Hospitality Facilities

Certified Hospitality Sales Professional – AHLEI or World Chef
HOS 1301 Introduction to Hospitality
HOS 2311 Hospitality Marketing and Sales

Certified Hospitality and Tourism Management Professional – AHLEI or World Chef
HOS 1301 Introduction to Hospitality
HOS 2310 Fundamentals of Tourism

WEST Level 1 – WSET
HOS 2303 Professional Study of Beverage and Wine

WSET Level 2 – WSET
HOS 2303 Professional Study of Beverage and Wine
HOS 2319 Mixology

WSET LEVEL 3 – WSET
HOS 2303 Professional Study of Beverage and Wine
HOS 2313 Food and Beverage Management
HOS 2319 Mixology

WSET Level 4 – WSET
HOS 2303 Professional Study of Beverage and Wine
HOS 2313 Food and Beverage Management
HOS 2319 Mixology

Technical & Industrial Division

Automotive - Automotive Service Excellence offers a variety of A-series certifications including A1 – Engine Repair, A2 – Automatic Transmission/Transaxle, A3 – Manual Drive Train & Axles, A4 – Suspension & Steering, A5 – Brakes, A6 – Electrical/Electronic Systems, A7 – Heating & Air Conditioning, and A8 – Engine Performance. Each certification may qualify the student for credit in the respective course, as follows:
AST 1106 - Automatic Transmission/Transaxle
AST 1209 - Power Trans
AST 1405 - Automotive Brake Systems
AST 1505 - Climate Control
AST 2105 - Chassis and Steering
AST 2210 - Engine Performance

AST 2306 - Engine Repair
AST 2409 - Electrical Fundamentals

Collision Repair - I-CAR has several training opportunities including Hazardous Materials, Personal Safety, and Refinish Safety (WKR01); Surface Preparation and Masking (REF02); Trim and Hardware (TRM01); Adhesive Bonding (ADH01); Vehicle Identification, Estimating Systems, and Terminology (DAM01); Cosmetic Straightening Steel (STS01); Plastic and Cosmetic Repair (PLA03); Movable Glass (GLA01). Students who have passed these training

sessions may have them collectively evaluated for course credit for CRT 1113 - Collision Repair I.

Diesel - Students who have received a Class A Commercial driver's license from the Arkansas State Police may submit this documentation and receive credit for DTM 1003 - Tractor/Trailer Operation and TRT 1003 - Legal Requirements for Tractor and Trailer Operation.

Machine Tooling - UA-PTC has partnered with Cameron, an industrial company with a plant in Little Rock that produces valves, in order to transition students who undergo an on-the-job training program to the Technical Certificate in Machine Tool Technology. For completing this certification through Cameron, students may earn 25 credit hours as follows:
DFT 1104 - Print Reading and Sketching
MFT 1103 - Manufacturing Processes
MST 1204 - Machining I
MST 1304 - Machining II
MST 1404 - Machining III
MST 1503 - Computer Numerical Control (CNC) I
MFT 2103 - Quality Management

Professional Pilot - Students who have completed and passed the Federal Aviation Administration's Private Pilot, Instrument Rating, and/or Commercial Pilot certification exams may submit the results for up to 23 credit hours in the Associate of Science - Professional Pilot degree, depending on which certifications have been passed. The remaining AVN courses and general education classes could then be completed for graduation.

Welding - Students who have taken and passed the SMAW 3G, GMAW 3G, and/or GTAW 3G certifications from the American Welding Society may be eligible for credit in the respective courses:
WLD 1204 - SMAW I (Shielded Metal Arc Welding I)
WLD 1704 - GMAW (Gas Metal Arc Welding)
WLD 1904 - GTAW (Gas Tungsten Arc Welding)

PORTFOLIO ASSESSMENT

Accepted Programs

Developing a portfolio is a rigorous process where you will reflect upon and assess your experiences in order to determine what you have learned from them and how that knowledge and skill applies in other contexts.

UA-PTC has several programs of study eligible for PLA credit through portfolio. Each program will have specific requirements for narrative content and evidence to support learning. Students must prove they have met all course objectives through prior learning.

Each portfolio request is a unique opportunity for a student, so providing a list of programs that accept portfolio credit is by no means exhaustive. Below is a list of departments that have provided opportunities for portfolio credit to date. Please inquire to the PLA Coordinator for these or another opportunity not listed.

Allied Health and Human Services
Early Childhood Development

Technology and Industry
Air Conditioning, Refrigeration, Heating, and Ventilation
Applied Electronics
Construction Technology
Drafting and Design
Industrial Electronics/Equipment Technology

Portfolio Procedure

The inquiry and development of a portfolio should occur in the student's first semester of enrollment at UA-PTC. Therefore, it is best to begin the process prior to the start of your first semester. Below is an outline of the steps and timeline you can expect when seeking PLA credit through portfolio. When submitting a portfolio, the student should make and retain a copy of the entire submission, as the original will be kept on-file with the college.

1. Meet with the PLACoordinator.
This initial step will include a brief interview to gauge your eligibility to pursue credit by portfolio. The PLA Coordinator will discuss your unique situation to give you a better idea of what kind of narrative content and evidence you will need to supply in order to successfully earn credit.

2. PLA 1001 - Portfolio Development course.(OPTIONAL)
Students may enroll in the portfolio development course offered by the college. This is a 1-credit hour course offered online during the first 8-week fast track term of the Fall and Spring semesters. You will be guided through the process of taking an inventory of your experiences, identifying the course objectives from a syllabus, reflecting on the learning that took place in your experiences, relating the learning to the course objectives, and showing how your learning has been applied in other environments.

At the end of the course, you should be very nearly ready to turn in a portfolio for assessment. You will be given 10 business days (2 weeks)—after the conclusion of the course—to finalize your portfolio. Students who do not opt to take the course will be allotted 10 weeks from the beginning of the semester to prepare a portfolio on their own.

Students who cannot make the deadline may request a one-time extension of 10 business days (2 weeks). To request an extension, the Extension Request Form must be completed and submitted to the Business Office with a $25 Extension Fee.

3. Initial Review by PLACoordinator.
The PLA Coordinator will review the portfolio with the student in order to verify all components are included and that the contents demonstrate prescribed methodology and college-level writing. This review is not an assessment of learning for credit. It will simply ensure the portfolio is ready to be assessed by a faculty expert.

The portfolio must be ready to send to the faculty member by the deadline, so you are encouraged to submit your portfolio for initial review prior to the deadline, allowing ample time

for any needed revisions. Portfolios that are submitted at the deadline but not ready to be assessed may be subject to an Extension Fee.

4. Assessment by Faculty Expert.
A faculty expert, who has been trained in the assessment of portfolios, will receive the portfolio and assess the narrative content and evidence for college-level learning. It is the job of the assessor to ensure that every course objective has been met with sufficient mastery through prior learning experiences. The assessor may ask for minor clarification from the student, but neither holistic modification of a narrative nor new evidence that was not originally submitted will be considered.

The assessor will have 10 business days (2 weeks) to make a determination if credit shouldbe awarded. The results will be sent to the PLA Coordinator, who will then notify you via your PTC student email account.

5. Awarding of Credit.
If you are awarded credit, you will be required to pay the PLA Credit Hour Fee, which is 25% of the current tuition per credit hour awarded. Once this fee has been paid to the business office, the credit will be posted to your official transcript.

Students who are denied credit may choose to appeal the decision by following the PLA appeal procedure. There are several deadlines to file an appeal that students must meet or the appeal will be denied. (See Section I for the appeal policy.) No new narratives or evidence will be accepted in the appeal process.

Portfolio Requirements

The remainder of this Portfolio section is dedicated to the preparation of a portfolio for submission. Students may enroll in PLA 1001 - Portfolio Development for guided instruction and full clarification of what is required for a submission. This is offered on-demand in the first 8-week term of a semester.

Each program of study will be unique in terms of the evidence required to show thatlearning has occurred and all course objectives have been met. However, the basic components of a portfolio are all the same.

I. Cover Sheet
The cover sheet is a copy of your PLA Application Form that has been fully completed and signed.

II. Resumé
A resumé includes the relevant information about your experiences, education, and skills in an outline format. Resumés often include a goal statement to help the reader understand what you are seeking.

III. Course Syllabus
Credit can only be awarded if every objective from a course syllabus has been met through a prior learning experience. Therefore, it is essential to know what those objectives are. Part of the portfolio building process includes the student researching the course syllabus in the UA-PTC Library and listing the objectives in the portfolio. This will ensure you match each objective in your narratives and evidence.

IV. Summary Statement
The summary statement is no longer than a 1-2 page overview of your experiences and goals. Think of it as your opening remarks prior to submitting your evidence with the purpose of telling the assessor why you are seeking credit through PLA.

V. Narrative and Evidence
This is the bulk of your portfolio, where you will write statements reflecting on your learning and your application of knowledge and skills obtained. A separate narrative is required for each course being requested. The methodology for writing such a narrative is based on the Kolb model of the learning cycle. In this four-step process, you will 1) describe the nature of your experiences, 2) reflect on learning derived from those experiences, 3) relate concepts, principles, analysis, and deductions from your learning to the course objectives, and 4) share the application of your learning beyond the environment the learning took place. Further

information about the Kolb model, and how you will be assessed through this lens, is found in the next section, Assessment Methods.

Narratives are supported by evidence. The two categories of evidence are direct and indirect. These will be further explained in the next section.

The length of the narrative and evidence cannot be defined for several reasons. Courses have different number of objectives that must be fulfilled, each person's experiences are different, and programs of study have unique specifications to show learning. The goal is to be thorough, yet concise.

VI. Statement of Authenticity

A statement of authenticity is necessary for the college to be confident the portfolio was developed and written in the student's own words, and that all evidence is produced by the student. The student also agrees that any falsification of the portfolio will result in denial of credit and possible judicial action. The statement can be found in the Appendix for printing and inclusion in the portfolio.

Writing a Portfolio

Every learner has a different style of connecting theory and experience. Noted psychological researcher David Kolb suggests that for learning to occur, all learners cycle through four stages. The learner has an experience, evaluates that experience, forms analysis and deductions, and then uses that information to guide future experiences.

The key to this learning cycle is that an experience itself does not create learning. The act of grasping and transforming an experience brings about learning. Learners grasp experiences by feeling and thinking. An experience is transformed through watching and doing. Learners cycle through these four stages.

The two stages of grasping are concrete experience (feeling) and abstract conceptualization (thinking). **Concrete experiences** occur when the learner gathers knowledge from a specific experience or through relating with a person. **Abstract conceptualization** occurs when the learner analyzes an experience or conducts research to further understand an experience.

The two stages of transforming are reflective observation (watching) and active experimentation (doing). **Reflective observation** occurs when the learner observes an environment from different perspectives. **Active experimentation** is the process of taking action based upon prior experiences and observations.

Everyone has a unique learning style and will enter the learning cycle in one of these four processes. For the purposes of documenting prior learning in a portfolio, you will begin with the concrete experience. The experiential learning process takes place, then, when a learner engages in an activity, critically processes it, determines the essential pieces to remember, and uses that information to engage in another activity. This is the cycle of learning that you will use in your narrative of learning experiences.

Simply stated, your portfolio narrative should follow this pattern:

- Describe the nature of the experience (concrete experience).
- Reflect on the learning derived from those experiences (reflectiveobservation).
- Relate concepts, principles, analysis, and deductions from the learning to thecourse objectives (abstract concepts).
- Share the applications of learning beyond the environment the learning tookplace (active experimentation).

Accompanying a narrative is evidence to support your statements. There are two forms of evidence that may be submitted. It should be noted up front that neither form of evidence is better than the other, and depending on the field of study being petitioned for credit, the type of

evidence will vary. You may be requested to provide a specific product, complete a certain task, prepare a separate written work, or sit for an additional interview as part of your evidence. In some cases, a challenge exam may be required to accompany your portfolio to assess your theoretical understanding of certain course objectives. The PLA Coordinator and/or a department chairperson will explain what you need to provide or complete as part of your portfolio.

Direct evidence includes any product that the student has produced, such as (but not limited to) an original written work, an audio or video recording of a performance or presentation, original creations of product or art, programs developed, or curriculum plans created.

Indirect evidence includes documentation that provides information about your abilities, such as (but not limited to) certificates and awards, licenses and certifications, published articles, performance evaluations, and letters of recommendation.

Evidence is included as an addendum to the portfolio and should be referred to in the narrative to support your statements of learning. Evidence is neither inclusive nor exclusive; it should always be presented in the context of the narrative and referenced there.

The evaluation process of your portfolio is a two-step process. The initial review will be conducted by the PLA Coordinator. In this meeting, the PLA Coordinator will read through your portfolio to verify all required components are present and gauge if the narrative has been written according to the prescribed methodology. This initial review is not an assessment of your learning for college credit.

The checklist of components includes:

- Cover sheet, resumé, course syllabus, summary statement, narrative/evidence, and statement of authenticity.
- Identification of course objectives.
- Documents demonstrate college-level writing, such that typographical errors and sentence structures do not detract from the reader's ability to understand the narrative.
- The narrative is an appropriate length—neither providing too little nor too much information.

Once the initial review is completed and any necessary changes made, the PLA Coordinator will send the portfolio to the faculty assessor. The role of the assessor is to critically evaluate your narrative and evidence against each and every course objective. The content will also be reviewed such that the four-step process of the Kolb model of experiential learning (described above) can be gleaned from the narrative. The assessor will notate the location within the portfolio that your statement and evidence is provided for each objective, determine if the submitted explanation and evidence is adequate, and provide any feedback.

In addition, certain course objectives may require different levels of mastery. For example, the faculty may require full mastery of one concept (like earning an A on an exam) but another may have a less stringent standard (like earning a C on an exam). Each objective must be met with the prescribed level of mastery in order for credit to be awarded. Even if the overall “score” of the portfolio is good, failure to show mastery of a single objective could result in denial of credit.

The assessor will make a recommendation of credit or no-credit for the course and return the portfolio to the PLA Coordinator. You will be contacted at your UA-PTC student e-mail account for the results of the assessment and further instructions.

APPENDIX

Prior Learning Assessment
Credit By Examination Results (Category II)

Student Name: _____ **SSN:** _____

UA-PTC Student E-mail: _____ **Phone:** _____

Assessor Instructions: Designate the type of credit by examination being petitioned, the name of the exam evaluated, the date it was taken, the score or results, and the courses approved for credit. Submit this completed form to the Office of the Registrar. Use one form per exam. Attach a copy of test scores/transcripts to this document.

__ Evaluation of national or state certification/licensure; or non-transferable credit

Description of Credit Documents

Document Name Date Result

Additional Information: _____

_____

Courses Approved for Credit **Total Credit Hours Awarded:** _____

Course Code	Course Name	Credit Hours

Assessor Name **Department**

Assessor Signature **Date**

Official Use Only:
Evaluation of certification/licensure results only.

(x25%) x =

current tuition credit hours awarded PLA Credit Hour Fee Due

Business Office: Charge Code 63605-PLA Credit Hour Fee
Attach copy of receipt and forward this form to the PLA Coordinator.

Registrar's Office
Approved Credit Posted to Transcript: _____ *By:* _____

Prior Learning Assessment
Portfolio Assessment Application

Name:_____ **SSN:** _____

UA-PTC Student E-mail:_____ **Phone:** _____

Complete this form and use it as a cover sheet for your portfolio submission. Initial each blank to verify you have completed the required steps to submit a portfolio. After the PLA Assessment Fee is paid, submit your entire portfolio to the PLA Coordinator.

_____ I have met with the Prior Learning Assessment Coordinator and reviewed my eligibility to receive PLA credit by completing a self-inventory.

_____ I have received a copy of the Prior Learning Assessment Student Manual.

_____ I have completed the PLA 1001 – Portfolio Development course or waive my right to take this course.

List the courses for which you are petitioning to receive credit by PLA.

Course Code	Course Name

_____ Check if there are additional courses and continue the list on the back of this form.

A $25 per-course PLA Assessment Fee is due prior to evaluation of credit. **Total:** $_____

Business Office: Charge Code 63606-PLA Portfolio App Fee

I understand I must submit this completed request, pay any necessary fees, and provide all required documentation in order to petition for credit. Paying a fee is not purchasing credit. I understand I am not guaranteed credit and that my request will be evaluated by an expert in the petitioned field of study. Therefore, I understand refunds are not issued once fees are paid. I understand that any credit hours awarded do not count toward the college's residency requirement nor will I be able to receive credit twice for a course awarded by PLA. If denied credit, I understand I cannot petition for credit again by any option defined under the college's PLA policy. I understand that UA-PTC cannot guarantee the transfer of any credit awarded under PLA to another college or university.

Student Signature Date

Official Use Only:

Business Office-attach receipt and forward this form to the PLA Coordinator

*PLA Coordinator-Portfolio Received:*_____ *By:* _____

Prior Learning Assessment
Portfolio Results

Student Name: _____ **SSN:** _____

Assessor Name: _____ **Dept.:** _____

Assessor Instructions: Designate the course for which credit is being petitioned. Use one form per course. Fill-out the results of your evaluation using the table provided. Submit all forms to the PLA Coordinator when the evaluation is complete.

Course Code Course Name

Portfolio Components	YES	NO
The portfolio includes cover sheet, resumé, course syllabus, summary, narrative and evidence, and statement of authenticity.		
The portfolio identifies the course objectives.		
The portfolio demonstrates college-level writing.		
The portfolio is ready to be assessed for prior learning credit by a faculty expert.		

Initial Reviewer Signature Date

Portfolio Content	YES	NO
The portfolio describes the nature of the experience. (Concrete Experience)		
The portfolio reflects on learning derived from those experiences. (Reflection/Observation)		
The portfolio relates concepts, principles, analysis, and deductions from the learning. (Abstract Concepts)		
The portfolio shares application of learning beyond the environment the learning took place. (Active Experimentation)		

Course Objectives

Objective	Portfolio Location	Objective Met?	Feedback

I recommend credit for this course._____(initial)

I do not recommend credit for this course._____(initial)

Prior Learning Assessment
Portfolio Results

Assessor Signature Date

Official Use Only:

(_____x25%) x_____=_____

current tuition credit hours awarded PLA Credit Hour Fee Due

Business Office: Charge Code 63605-PLA Credit Hour Fee
Attach copy of receipt and forward this form to the PLA Coordinator.

Registrar's Office
Approved Credit Posted to Transcript:_____By: _____

Prior Learning Assessment
Portfolio Extension Request

Name:_____ **SSN:** _____

UA-PTC Student E-mail:_____ **Phone:** _____

Complete this form and submit it to the Business Office along with a $25 fee. The approval of this extension grants 10 business days to the portfolio submission deadline. This is a one-time allowance that may not be repeated.

In the space provided, briefly describe your need to request an extension.

_____ Extension Approved Final Deadline: _____

PLA Coordinator Signature Date

I understand I must submit this completed request, pay any necessary fees, and provide all required documentation in order to petition for credit. Paying a fee is not purchasing credit. I understand I am not guaranteed credit and that my request will be evaluated by an expert in the petitioned field of study. Therefore, I understand refunds are not issued once fees are paid. I understand that any credit hours awarded do not count toward the college's residency requirement nor will I be able to receive credit twice for a course awarded by PLA. If denied credit, I understand I cannot petition for credit again by any option defined under the college's PLA policy. I understand that UA-PTC cannot guarantee the transfer of any credit awarded under PLA to another college or university.

Student Signature Date

Business Office- Charge Code 63607-PLA Extension Fee, attach receipt and forward this form to the PLA Coordinator.

Portfolio Statement of Authenticity

I,_____, the undersigned, hereby certify that I have compiled and written the accompanying portfolio with honesty, documenting learning experiences to the best of my knowledge and ability. This work is solely my own, and I am solely responsible for the content, organization, and construction of this portfolio.

I further certify with this statement of authenticity that the documents referenced herein and submitted as evidence for the learning narrative are authentic, and I am submitting original evidence for examination by the faculty evaluator.

I also hereby acknowledge that I have read the instructions for preparation and submission of a professional portfolio in the UA - Pulaski Technical College Prior Learning Assessment Student Manual.

I understand that this portfolio will not be accepted for evaluation or for the awarding of academic credit if it is determined that it has not been prepared in compliance with instructions, nor if found to contain plagiarized, copyrighted, or otherwise unoriginal work that is not solely my own.

I understand the faculty evaluator may contact me directly for clarification, but I may not submit new evidence for consideration.

I hereby accept the evaluation of the faculty evaluator as the final determinate of the credit award.

Name (Print)

E-mail Phone Number

UA-PTC Student ID

Student Signature Date

Prior Learning Assessment
Denial of Credit Notification

Student Name: _____ **SSN:** _____

UA-PTC Student E-mail: _____ **Phone:** _____

Your request has been reviewed by a faculty expert, taking into account the official documentation/evidence you provided. Your credit request has been denied. You may not petition for credit again under any option defined under the college's Prior Learning Assessment policy. If you would like to appeal the decision, you may make an appointment with the PLA Coordinator within 5 business days of receiving this notification, at which the point the decision is final. Paying for assessment fees is not purchasing credit, therefore no refunds will be issued for any fees paid for PLA services.

___ Evaluation of national or state certification/licensure; or non-transferable credit

___ Challenge Exam

Course Credit Request

Course Code	Course Name	Credit Hours

Documentation Provided for Request

Document: _____

Organization: _____

Results: _____

Comments _____

_____

_____

_____

Assessor Name **Department**

Assessor Signature **Date**

Official Use Only:
Received: _____ *By:* _____

Prior Learning Assessment Appeal Form

Student Name: _____ **SSN:** _____

UA-PTC Student E-mail: _____ **Phone:** _____

_____
Student Signature Date

The following steps are to be followed without omission for appeals related to denial of credit in prior learning assessment decisions. Regardless of the outcome, because students are not purchasing credit, all PLA fees are non-refundable. No new or additional information will be accepted during the appeal process.

Step One—Faculty Assessor

Meet with the faculty assessor within 10 business days of the notification of credit denial to discuss the recommendation of no-credit. The student may prepare a written statement—which may not contain new or additional information for evidence of learning—and attach it to this form. If the student does not agree with the faculty assessor's explanation or decision, the appeal process may be continued.

☐ **RESOLVED** ☐ **UNRESOLVED**

_____
Assessor Name

_____
Signature Date

Step Two—PLA Appeal Committee

Meet with the PLA Coordinator within five business days of the conference held with the faculty assessor. An appointment will not be approved unless Step 1 was completed, nor after this deadline. The PLA Appeal Committee will review the request for appeal to determine if there is sufficient rationale to warrant a second assessment. If approved by majority vote, the appeal moves to Step 3. If denied, there is no further basis for appeal and the decision is final.

☐ **SECOND ASSESSMENT APPROVED** ☐ **SECOND ASSESSMENT DENIED**

_____
PLA Coordinator Name

_____
Signature Date

Prior Learning Assessment Appeal Form

Step Three—Second Assessment

A second assessment of PLA documentation, demonstration, or evidence is conducted by a new faculty assessor selected by the Dean of the division. The same criteria used to initially assess the PLA request will be followed. The PLA Coordinator will be notified of the assessment results and meet with the faculty assessor to discuss the recommendation. The student will be notified of the decision via the student's UA-PTC e-mail account.

☐ **RESOLVED** ☐ **UNRESOLVED**

Assessor Name

Signature Date

Step Four—Provost

If the student does not agree with the second faculty assessor's decision, the Provost will be notified by the PLA Coordinator. The PLA Appeal Committee and both faculty assessors will meet with the Provost and make a recommendation to award or deny credit by majority vote. The decision of the Provost is final.

Description of Decision

Provost

Signature Date

Appendix B - Council for Adult Education and Learning (CAEL) Standards

The Council for Adult Education and Learning recommends the following standards for colleges to determine whether credit should be awarded to students for prior learning. These standards have been indicated throughout this manual with the designation "**[CAEL #]**".

1. Credit or its equivalent should be awarded only for learning, and not for experience.
2. Assessment should be based on standards and criteria for the level ofacceptable learning that are both agreed upon and made public.
3. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.
4. The determination of credit awards and competence levels must be made byappropriate subject matter and academic or credentialing experts.
5. Credit or other credentialing should be appropriate to the context in which it isawarded and accepted.
6. If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.
7. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.
8. Fees charged for assessment should be based on the services performed in theprocess and not [solely] determined by the amount of credit awarded.
9. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functionsthey perform.
10. Assessment programs should be regularly monitored, reviewed, evaluated,and revised as needed to reflect changes in the needs being served, the purposes being met, and the state of the assessment arts.

Assessing Learning: Standards, Principles, and Procedures. 2nd Edition. Fiddler, Marienau, and Whitaker. 2006, Kendall Hunt Publishing.

Appendix C - PLA Personnel

Multiple faculty and staff are involved in the assessment of prior learning. This index of personnel should be of benefit to identify who is assisting and evaluating you during the process of PLA.

PLA Coordinator - Advises current and future UA-PTC students who inquire about PLA; promotes public awareness; conducts initial portfolio interview; serves as administrator for PLA training, documentation, and reporting; coordinates the approval of new PLA opportunities; appoints the PLA Appeal Committee; and serves as an ex-officio (non-voting) member of the PLA Oversight team.

Faculty Assessor - A faculty member of UA-PTC who has been chosen by the Dean of the division in which PLA is being requested and has been trained in the assessment arts for prior learning through professional development offered by the college. The faculty assessor will reside over a challenge exam or evaluate a portfolio in order to recommend the awarding of credit *[CAEL #9].*

PLA Appeal Committee - A team of four faculty and staff members who are experts in the field being appealed and/or in the administration and policies of awarding college credit, along with the PLA Coordinator. All members of the committee have been trained in the assessment arts through professional development offered by the college and may not have served as an assessor.

PLA Oversight Team - An ad hoc team of UA-PTC's Academic Assessment committee comprised of at least one faculty member from each division offering credit by PLA, the college's Assessment Coordinator, and the PLA Coordinator (non-voting). Any college personnel who served as an assessor or on an appeal may not be on the oversight team. These members have been trained in the assessment arts through professional development offered by the college. This ad hoc team meets annually to review PLA policy, standards, evaluation procedures, and results in order to verify the purposes of PLA are being met *[CAEL #10].*

Members:
PLA Coordinator (non-voting)
Assessment Coordinator

Other members determined annually by the Academic Assessment committee.

Provost - An administrator of the college who serves as the chief academic officer. The Provost will render a final decision in the last step of the appeal process for PLA credit.

Acknowledgements

Donna Younger, Associate Vice President of Higher Education - CAEL
Northwest Arkansas Community College
Oakten Community College
Regis University
Southern Arkansas University Tech
Southwest Assemblies of God University

Kolb, D. A. & Goldman, M. B. (1973). Toward a typology of learning styles and learning environments: An investigation of the impact of learning styles and discipline demands on the academic performance, social adaptation and career choices of MIT seniors. Cambridge, Mass.: Massachusetts Institute of Technology. Retrieved from http://archive.org/stream/towardtypologyof00kolb#page/n3/mode/2up

Kolb, D A. (1981). Learning styles and disciplinary differences. San Francisco: Jossey-Bass, Inc.

Kolb, D.A. (1984). Experiential Learning: Experience as the source of learning and development. Englewood Cliffs, NJ: Prentice-Hall

Smith, M. K. (2001). David A. Kolb on experiential learning. Retrieved from http://www.infed.org/biblio/b-explrn.htm