



# Credit by Work Experience Form

First and Last Name: \_\_\_\_\_ GNTC Student ID Number: \_\_\_\_\_

## Steps and Checklist:

- If needed, contact program advisor or PLA Coordinator for help determining how work experience could equate to the concepts taught in the class(es) for which credit is being sought.
- Request course standards from the program advisor or PLA Coordinator.
- Review the specific course standards and competencies for which credit is being requested.
- Complete the Credit by Work Experience Form, including the table below.
- Prepare a portfolio that includes:
  - Completed and signed Application for Prior Learning Assessment
  - Completed Credit by Work Experience Form
  - Current resume
  - Focused autobiography
  - Employer Letter of Verification, if applicable
  - Sample of work
  - Supporting documentation to demonstrate prior college-level learning
  - Copy of course standards
- Submit the completed forms and all required documentation to the PLA Coordinator's office.

Requested GNTC Course Credit		For Official Use Only	
Course Number	Course Title	Approved	Not Approved
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Required Signatures		
	Signature	Date
Student		
Faculty Subject Matter Expert		
Program Dean		
Vice President for Academic Affairs		