

What is prior learning assessment and recognition?

Prior learning assessment and recognition (PLAR) is an academic credit option for learners with significant learning/life experience that may be equivalent to a college/university course credit. It involves the assessment and evaluation of acquired relevant knowledge and skills that match at least 80 per cent of the learning outcomes of a Georgian College course. You may have gained college-level knowledge and skills through learning or life experiences such as:

- work experience
- community involvement
- activities within professional associations
- volunteer experience
- self-directed study
- non-credit courses

For an evaluation, program coordinators or academic designate may ask you to provide evidence of your experiences such as:

- portfolio of experiences
- course/workshop outlines and syllabi
- job descriptions outlining duties and activities
- letter from previous/current employer(s)
- have been or are employed in the requested field of study within the past two years
- formal credentials (certification, accreditation, license, etc.)
- oral/written/practical challenge examination

It is recommended that requests for PLAR assessment be made two months (60 days) prior to the start date of the course for which you are requesting a PLAR exemption. PLAR requests submitted after the start date of the course may not be accepted. Submissions made after the start day of the course/semester will be considered on an individual basis.

The fee for a PLAR assessment is \$131. per course (2019-2020 academic year, subject to change). This fee is non-refundable even if the PLAR assessment is not successful. Not all courses are eligible for PLAR. Check the official course outline for eligibility.

PLAR assessments will vary depending on the program. Most PLAR assessments take approximately two-five weeks to complete.

Note: It is your responsibility to withdraw from courses that you received a transfer credit/PLAR for. Failure to do so may result in a failing grade or additional fees charged to your account.

Self assessment steps

- ✓ Identify courses you feel you have the required knowledge and review the learning outcomes listed for these courses.
- ✓ In order for your abilities to be considered for PLAR, the skill(s) must be relatable to the credit you wish to receive a PLAR for. You must prove you have obtained sufficient knowledge and skill(s). As a first step, match your competence level to the appropriate statement below:
 1. I am able to demonstrate the skill well enough to teach to someone else; PLAR is applicable.
 2. I can work independently to apply the skill; PLAR is applicable.
 3. I need some assistance with using this skill(s); PLAR may be applicable.
 4. I am developing knowledge in this area; PLAR not applicable.
 5. I have little or no knowledge in this area; PLAR not applicable.
- ✓ Be able to provide appropriate credentials and/or proof of previous training, workshops, on-the-job, volunteer experience, and work experience. The program coordinator or academic designate will use this information to determine your eligibility for PLAR.
- ✓ The steps above have determined your eligibility. If you feel your knowledge will meet the requirements for PLAR, then:
 - Pay the required fee for each PLAR you want assessed. Payment is made at the Office of the Registrar (in-person or over the phone 705.722.1511).
 - Submit the request form to the Credit Transfer team by email, fax, or in person.
 - Wait for faculty to contact you for details on the evaluation method and the assessment time.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Georgian College is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA), 1990, and endeavors to treat your personal information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than the administration and evaluation of prior learning assessments.

For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at CTCRegistrar@georgiancollege.ca or 705.722.1511; for more information about FIPPA, please contact the Access and Privacy office at AccessPrivacy@GeorgianCollege.ca or 705.728.1968 ext., 5770.

Signature of Applicant

Date

PERSONAL IDENTIFICATION

Student ID number:	Date:	Email:
Last name:		First name:
Program:		Status: <input type="checkbox"/> full-time <input type="checkbox"/> part-time

Course details

1. Course name:	Course code:
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Academic area use only	Assessment base:			
Assessment date (mm/dd/yyyy)	Assessed by (name)	Signature	Method: <input type="checkbox"/> Pass (P) /Fail (F) <input type="checkbox"/> Challenge exam (numeric grade)	Grade

2. Course name:	Course code:
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Academic area use only	Assessment base:			
Assessment date (mm/dd/yyyy)	Assessed by (name)	Signature	Method: <input type="checkbox"/> Pass (P) /Fail (F) <input type="checkbox"/> Challenge exam (numeric grade)	Grade

3. Course name:	Course code:
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Academic area use only	Assessment base:			
Assessment date (mm/dd/yyyy)	Assessed by (name)	Signature	Method: <input type="checkbox"/> Pass (P) /Fail (F) <input type="checkbox"/> Challenge exam (numeric grade)	Grade

4. Course name:	Course code:
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Academic area use only	Assessment base:			
Assessment date (mm/dd/yyyy)	Assessed by (name)	Signature	Method: <input type="checkbox"/> Pass (P) /Fail (F) <input type="checkbox"/> Challenge exam (numeric grade)	Grade

5. Course name:	Course code:
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Academic area use only	Assessment base:			
Assessment date (mm/dd/yyyy)	Assessed by (name)	Signature	Method: <input type="checkbox"/> Pass (P) /Fail (F) <input type="checkbox"/> Challenge exam (numeric grade)	Grade

For Office of the Registrar use only

Total amount assessed: \$ _____ Payment made: Yes No Date: (mm/dd/yyyy) _____

Date reviewed: (mm/dd/yyyy) _____ Pathways officer/designate signature _____ Approved: Yes No

Academic Level: PS UG PG NC Entry term: (fall, winter, summer) _____

Date processed/entered: (mm/dd/yyyy) _____