Credit for Prior Learning Policy 

| **ACTION / QUESTION** | **Completed Ö** | **RESPONSE / NEXT STEPS** |
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| **(1)** Is there a CPL (Credit for Prior Learning) policy at your institution? |  |  |
| a. Check website for CPL policy and related information. |  |  |
| **(2)** Identify and contact staff responsible for CPL policy and evaluation (typically, the registrar’s office, along with academic advising). |  |  |
| **(3)** What does the policy cover? (CLEP, AP tests, military transcripts, ACE credit guidelines, portfolio assessment?) |  |  |
| **(4)** Does the policy allow for noncredit learning (e.g., workforce development programs) to be aligned with credit courses? |  |  |
| **(5)** Who is listed as the contact on your website for CPL questions? |  |  |
| a. Schedule time to discuss CPL opportunities with him/her. |  |  |
| i. Share the types of noncredit learning you would like to be considered for credit. (noncredit training in your institution’s workforce training department, industry-recognized certifications related to your program area, etc.) |  |  |
| ii. If needed, review policies from other colleges. (See resources below.) |  |  |
| iii. Discuss opportunities to adopt or adapt as needed. |  |  |
| **(6)** What regulations apply from your institution’s accrediting body or state department of education? |  |  |
| **(7)** Identify who should serve on your institution’s policy-making team for noncredit to credit alignment. |  |  |

| **RESOURCES** |
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| * Advance CTE’s [*Developing Credit for Prior Learning Policies to Support Postsecondary Attainment for Every Learner*](https://careertech.org/resource/credit-prior-learning) provides data on the benefits of CPL for learners, as well as best practices at institutions in Colorado, Kansas, Louisiana, Minnesota, Tennessee, and Virginia. Topics include CPL for military service members, portability of credits, and how to communicate about CPL opportunities. * Data suggests there are factors that play a key role in ensuring successful noncredit to credit integration. See [*Key Practices to Ensure Success in Noncredit to Credit Integration*](https://www.pathwaystocredentials.org/downloads/key_practices_noncredit_to_credit.doc). * [*Guide to Best Practices: Articulation Agreements*](https://www.aacrao.org/docs/default-source/signature-initiative-docs/trending-topic-docs/transfer/aacrao-articulation-agreement-final_aacraocover.pdf) by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) (2019) provides resources designed to help both originating and destination institutions develop, implement, and oversee articulation agreements. |
| CPL Process   * [Tarrant County College (TX)](https://www.tccd.edu/academics/academic-help/advising/prior-learning-assessment/professional-credentials/how-to-get-pla-credit-prof-cred/) Steps for students and PLA contact information * [South Central College (MN)](https://southcentral.edu/About-CPL/about-credit-for-prior-learning.html) Explanations of CPL and ways to earn credits. Good use of student testimonials; CPL portal/wizard * [Lansing Community College (MI)](https://lcc.edu/academics/policies-procedures.html#IncomingTransferCredits) Alternative ways to obtain credits toward degrees and certificates, including transfer credit, credit for licensure/certification, and credits earned during military service * [Macomb Community College (MI)](https://www.macomb.edu/future-students/apply-admissions/credit-for-prior-learning/index.html) Links to information on types of CPL available; contact information by content area |
| Handbooks   * [Cuyahoga Community College (OH)](https://www.tri-c.edu/get-started/credit-for-prior-learning/documents/credit-for-prior-learning-handbook.pdf) Student handbook and faculty/administrator guide * [SUNY Empire State College (NY)](https://www.esc.edu/media/academic-affairs/ocar/2013-14/iPLA-2013-2014.pdf) PLA guide for students |
| Policy and Procedure   * [Grand Rapids Community College (MI)](https://www.grcc.edu/academictestingservices/priorlearningassessmentpla) Includes link to student guide, FAQs, and links to types of PLA * [Portland Community College (OR)](https://catalog.pcc.edu/handbook/c102-coursechallenge/#policytex) Policy distinguishes between institutional and external CPL types * [Gateway Technical College (WI)](https://www.gtc.edu/admissions/credit-prior-learning/prior-learning-assessment) Description of college policy showing types of allowable credit and procedures for obtaining and awarding |
| Statewide Articulation   * [Florida Department of Education](http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml) Certification/licensure list shows credits earned, name of program and course, and date adopted. |

Faculty Development 

| **ACTION / QUESTION** | **Completed Ö** | **RESPONSE / NEXT STEPS** |
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| **(1)** What are faculty members’ opinions regarding CPL? |  |  |
| a. Are faculty willing to assess their departments’ use of CPL and look for opportunities to award credit to different groups of students (traditional students, veterans, CTE, adult learners, etc.)? |  |  |
| b. Do faculty have a willingness to mentor other faculty at the institution in developing and using CPL to award credit? |  |  |
| **(2)** Are any departments using crosswalks to identify which noncredit or CTE training articulates to credit (either workforce/continuing education training or industry-recognized certifications)? |  |  |
| a. If yes, schedule time to meet with them to discuss their process. |  |  |
| **(3)** Does the institution offer professional development relevant to CPL? |  |  |
| a. Talk with your dean and other administrators about the possibility of being trained in the alignment process. |  |  |
| b. Review and share how other colleges are engaging their faculty. (See resources below.) |  |  |
| **(4)** Identify training opportunities and individuals at your institution to be trained. |  |  |
| a. Consider developing a CPL mentor training program. |  |  |
| b. Include departments with interest in curriculum alignment opportunities, especially those with a high number of related industry-recognized certifications, such as IT, healthcare, and manufacturing. |  |  |
| **(5)** Schedule and attend training or invite expert to address faculty and staff. |  |  |
| a. Create venues for sharing across the institution; involve faculty groups in developing and vetting policies, such as crosswalks, mapping, and internal articulation agreements. |  |  |

| **RESOURCES** |
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| * South Central College (MN) developed a [CPL guide](http://southcentral.edu/images/departments/CPL/CPL_Implementation_Guide.pdf#page=24) that includes a chapter on faculty and staff engagement, staff development opportunities, and the role of faculty. * Achieving the Dream’s [Prior Learning Assessment Handbook](https://achievingthedream.org/prior-learning-assessment-handbook/) focuses on professional development for PLA in Chapter 6.   American Association of Collegiate Registrars and Admissions Officers (AACRAO) [manual on developing articulation agreements](https://www.aacrao.org/docs/default-source/signature-initiative-docs/trending-topic-docs/transfer/aacrao-articulation-agreement-final_aacraocover.pdf) |

Competency Crosswalk 

| **ACTION / QUESTION** | **Completed Ö** | **RESPONSE / NEXT STEPS** |
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| **(1)** Are faculty aware of noncredit training offered at your institution related to their program areas? |  |  |
| a. Meet with continuing education / workforce development staff to determine noncredit offerings and related learning outcomes. |  |  |
| b. Review and compare outcomes to related academic courses |  |  |
| **(2)** Are faculty aware of industry-recognized certifications related to their academic programs? |  |  |
| a. Review list of industry-recognized certifications and affiliate websites. (See resources below.) |  |  |
| b. Task faculty with learning more about certifications valued by local employers. |  |  |
| **(3)** Is there a standard process used to crosswalk learning outcomes from noncredit internal courses and/or industry-recognized certifications to academic courses? |  |  |
| a. Review a variety of tools, including spreadsheets populated with national outcome data, and mapping and evaluation tools. (See resources below.) |  |  |
| **(4)** Choose a crosswalk tool from the examples provided to develop your own institutional tool. |  |  |
| **(5)** Choose program area to perform curriculum alignment/crosswalk. |  |  |
| **(6)** Populate tool with academic course learning outcomes and provide columns for noncredit and/or industry-recognized certification outcomes to allow for review. |  |  |
| **(7)** Perform outcome crosswalk and identify alignment to credit courses (include number of credits and programs of study) and gaps. |  |  |
| a. If only partial credit can be awarded, consider chunking a 3-credit course into three 1-credit courses to allow for awarding of credit. |  |  |

| **RESOURCES** |
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| * The Competency Model Clearinghouse provides a number of [industry models](https://www.careeronestop.org/CompetencyModel/competency-models/pyramid-home.aspx) that include KSAs for foundational, industry-related, and occupation-related levels. These include downloadable worksheets for performing employer, curriculum, and gap analyses. * The Community College of Philadelphia (PA) developed a [prior learning training and certification mapping tool](https://www.pathwaystocredentials.org/downloads/cc_phil_cpl_map_tool.doc) designed to enable students to apply for academic credit for noncredit training and/or certification. * South Central College (MN) developed a credit for prior learning guide that includes a [faculty evaluation tool](https://www.pathwaystocredentials.org/downloads/southcentral_college_cpl_rubric.doc) designed to assist faculty with cross-walking and validating noncredit competencies.  Certifications and Licensures Accepted  * [Tarrant County College (TX)](https://www.tccd.edu/academics/academic-help/advising/prior-learning-assessment/professional-credentials/professional-certs-for-tcc-credit/) Professional certifications and licensures accepted for credit, listed by program area; indicates credit hours awarded * [Lone Star College (TX)](https://www.lonestar.edu/pla-licensure.htm) Equivalent course credit for professional certifications and state licensures in 17 academic program areas * [Delgado Community College (LA)](https://www.dcc.edu/academics/credit-prior-learning.aspx) Shows CPL credits available; links to PLA matrix that includes industry-based certification crosswalk * [SUNY Empire State College (NY)](https://www.esc.edu/degree-planning-academic-review/degree-program/student-degree-planning-guide/current-esc-professional-learning-evaluations/) Professional learning evaluations; shows list of licenses and certifications with corresponding credits awarded * [Miami Dade College (FL)](https://www.mdc.edu/industrycertifications/college-credits-search-results.aspx) Searchable database of CPL-eligible licenses and certifications, credits awarded, program names, and related courses * [Waukesha County Technical College (WI)](https://www.wctc.edu/admissions-cost/enroll/credit-for-prior-learning/credit-for-industry-credentials.php) Form with drop-down menu of acceptable licenses and certifications; students complete and submit to the college for their review * [York County Community College (ME)](https://virtual.yccc.edu/priorlearning) CPL options with links to articulation, demonstrations, portfolio, etc.; lists programs, courses, and credits awarded |

Marketing and Awareness 

| **ACTION / QUESTION** | **Completed Ö** | **RESPONSE / NEXT STEPS** |
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| **(1)** Is there a list of all CPL opportunities offered at your college that can be shared with students? |  |  |
| a. If not, compile a list of all CPL opportunities for your program area, including internal articulated courses and industry-recognized certifications. (See resources below.) |  |  |
| **(2)** Does your institution utilize career pathway maps? |  |  |
| a. If yes, add all noncredit and industry-recognized certifications to the pathway map. |  |  |
| b. If not, review career pathway map examples from other institutions. (See resources below.) |  |  |
| c. Perform whiteboard exercise of mapping the following: pre-requisites for the program of study, noncredit, industry-recognized certifications, credit courses, certificates, and degrees. |  |  |
| **(3)** Pre-Requisites and Credit for Prior Learning |  |  |
| a. Identify what pre-requisites are needed for the program of study? |  |  |
| b. What CPL opportunities are there related to this program of study? List all types of CPL for inclusion in career pathway map (e.g., departmental exam, industry certifications, ACE, NCCRS, etc.). |  |  |
| c. Who should students contact to discuss CPL at the college? |  |  |
| **(4)** Academic Programs (Certificate and Associate Level) |  |  |
| a. What associate degree programs fall under this program of study? (List full name, total number of credits, and courses.) |  |  |
| b. Are any industry certifications included in the courses? If yes, determine which ones and list. |  |  |
| d. What certificate programs are available in this program of study? (List full name, total number of credits, and courses.) |  |  |
| e. Are any industry certifications included in the courses? If yes, determine which ones and list. |  |  |
| **(5)** Academic Programs (Bachelor’s Level) |  |  |
| a. Does the college offer any bachelor’s degree programs or transfer agreement to 4-year institutions? Describe. (List full name, total number of credits, and courses.) |  |  |
| **(6)** Workforce Programs |  |  |
| a. Does the college offer any workforce development training programs in this area of study that serve as a gateway to the college’s certificate and degree programs? Describe. (List full name of program[s].) |  |  |
| b. Identify how students who complete these workforce programs obtain academic credit? Describe. |  |  |
| **(7)** Employment Information |  |  |
| a. What potential jobs are available after completing the certificate-level courses? Include information on job classification/title and wage ranges. |  |  |
| b. What potential jobs are available after completing the associate-degree courses? Include information on job classification/title and wage ranges. |  |  |
| **(8)** Creating the Map |  |  |
| a. Working with your college’s marketing department, determine the best map format for displaying information. Include related occupations and salary information. |  |  |
| b. Gain feedback from students, employers, and advisors on the clarity of the map. |  |  |
| c. Create maps and meet with college advisors and counselors to explain the sequence of courses, certifications, certificates, and degrees. |  |  |
| **(9)** Post career pathway maps on your institution’s website. |  |  |
| a. Consider whether the maps will have live links to CPL policies and procedures and local and state labor market information. |  |  |
| **(10)** Create marketing and collateral pieces for students that cite benefits such as “save time and money” and “students who earn CPL are 2.5 times more likely to graduate.” |  |  |
| **(11)** Review CPL examples of student questions to add to your CPL website. |  |  |
| **(12)** Develop awareness campaign to inform faculty and other departments at your college to aid in student advising on CPL. |  |  |

| **RESOURCES** |
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| * [Ivy Tech Community College (IN)](https://www.ivytech.edu/pla/) acknowledges industry certifications and apprenticeship programs through CPL. To help students understand which certifications and apprenticeship programs lead to academic credit, they published a certification crosswalk that clearly outlines which training and certification programs lead to credit courses at the college. * [Gateway Technical College (WI)](https://www.gtc.edu/admissions/credit-prior-learning) displays all PLA Opportunities including exams, portfolio and skills demonstration on its website. * [South Central College (MN)](https://southcentral.edu/About-CPL/about-credit-for-prior-learning.html) overview of CPL policy * [Community College of Philadelphia (PA)](https://www.ccp.edu/getting-started/prior-learning-assessment/prior-learning-assessment-course-list) Prior Learning Assessment Course List |