What are some guidelines I need to be aware of before submitting this type of request?

There are three main types of Professional Training and Life Experience.

1. **Automatic Credit for Job Training.** In this case, credit may be awarded directly for job training, based on a precedent that has been established by our university. Credit may also be awarded to individuals with certificates or licenses in the following areas: aviation, law enforcement, insurance, real estate, Emergency Medical Technician (EMT).

2. **Credit recommended by the American Council on Education (ACE)/National College Credit Recommendation Services.** If you have been awarded a certificate or license that is recognized by ACE (e.g. Dale Carnegie), you may be eligible for credit.

3. **Credit for Life Experience through Portfolio Process (CAEL 100).** In other cases, students will need to petition for credit through the portfolio process. This process is recommended for students who have extensive life experience but are unable to earn automatic credit for job training.

Prior Learning Assessment (PLA) credit will be limited to a maximum of 45 credit hours.

Credit earned through this process will not be counted toward the required minimum of 30 credit hours of residency that must be completed through Franklin Pierce University.

Continuing Education credits are not acceptable for college credit but may be support for a portfolio.

When do I use a PLA request form?

A PLA form can be used for current/applicant students who demonstrate that they have already acquired, through life experience such as job training, non-college courses, etc., course knowledge required for the degree program in which they are enrolled. Use this form for types 1 and 2 above.

How do I submit this request?

1. Complete this form, listing all attached documents.

2. Attach copies of all documents to be evaluated for prior learning assessment. This should include certifications, licenses, or exam results.

3. Scan and email this application along with copies of documents to **PLA@franklinpierce.edu**.

Who evaluates my request and how long does it take to process?

The PLA Coordinator will evaluate your request within 4-6 weeks.

Please fill out this information completely.

Last Name:	First Name:	Middle Initial:
Student ID:	**Email:**	**Phone #:**
Major:		**Military:**

Life Experience:

Work Experience:
(Briefly describe why you are submitting this application)

Documents (certificates, etc.) attached:
(We are unable to process proof of employment documentation).

1.	Date Completed:
2.	Date Completed:
3.	Date Completed:
4.	Date Completed:
5.	Date Completed:

Student Signature: _____ **Date:** _____

For Franklin Pierce University Use Only:

Date of Submission: _____ Received by: _____