PRIOR LEARNING ASSESSMENT AND RECOGNITION APPLICATION

Prior Learning Assessment and Recognition (PLAR) helps you demonstrate college-level learning acquired through past study, work and life experience. If this learning is assessed to be equivalent to the learning outcome for a specific Centennial College course, credit will be awarded. Before completing this PLAR application form, follow the '7 Steps to PLAR Credit' (refer to attached guidelines). These steps include researching the Centennial course for which you seek PLAR, and consulting with the subject expert about the assessment process and the time frame for completion.

SHOULD YOU DECIDE TO APPLY FOR PLAR, YOU MUST:

- Complete sections 1, 2 and 3, then present this application form to Enrolment Services along with your **non-refundable** per-course application fee. You will receive a payment receipt. Remember, registrarial staff will not process your application unless the fee accompanies this application.

- Take responsibility for completing the PLAR assessment within 60 days following your application. If you do not complete the required assessment within the deadline, your PLAR candidacy becomes null and void.

1. ABOUT YOURSELF

Have you ever been a student at Centennial? ☐ Yes ☐ No   If yes, please indicate: ☐ Day ☐ Evening

Student Number: ☐☐☐☐☐☐☐☐☐☐

Please identify the Diploma or Certificate Program you are taking/wish to complete

Last Name: _____   First Name: _____

Former Last Name (if applicable): _____   Middle Name: _____

Street Address: _____

City: _____   Province: _____ Postal Code: _____

Home Telephone: (_____) _____   Daytime Telephone: (_____) _____

FAX: (_____) _____   Date of Birth: _____

Year / Month / Day

2. ABOUT THE CENTENNIAL COURSE FOR WHICH YOU SEEK PRIOR LEARNING ASSESSMENT AND RECOGNITION – KINDLY USE ONE APPLICATION PER COURSE

COURSE NUMBER ie. EN-170	COURSE NAME ie. Reading and Writing Prose	NON-REFUNDABLE FEE	COLLEGE USE ONLY – DATE STAMP APPLICATION

3. SIGNATURE

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY STATEMENT. The information on this form is collected under the legal authority of the Ministry of Colleges and Universities Act, R.S.O. 1980, Chapter 272, S.5; R.R.O. 1980, Regulation 640. The information is used for administration and statistical purposes of the College and/or the Ministries and Agencies of the Government of Ontario and the Government of Canada. Any inquiries about this authorization may be directed to the Registrar, Centennial College.

I acknowledge I have undertaken the necessary course research and have consulted with the appropriate subject expert regarding the PLAR process. I assume responsibility for completing the required PLAR assessment within 60 days. I accept that my PLAR fee is non-refundable. I understand that I am governed by Centennial College's Code of Conduct: Student Rights and Responsibilities.

_____   _____
APPLICANT NAME*   DATE

FOR COLLEGE USE ONLY – PLEASE PRINT

GRADE ACHIEVED: _____   SCHOOL/DEPARTMENT: _____

NAME OF ASSESSOR: _____   ASSESSOR'S NAME*: _____

ASSESSMENT METHOD: ☐ TEST ☐ INTERVIEW ☐ PORTFOLIO ☐ OTHER

DATE: _____   COMMENTS: _____

*This serves as (your official) signature.

7 STEPS TO PRIOR LEARNING AND RECOGNITION (PLAR) CREDIT

It is important to follow these steps before applying for PLAR and paying the **non-refundable PLAR fee**.

1. Check the annual Calendar of Important Dates for critical deadlines if you are a full-time student and applying for PLAR credit. You do not need to be enrolled in the course to use the PLAR option.

2. Locate and read the course outline. Course outlines can be obtained from the Academic Department.

3. Ask yourself the following questions:

    *   Do I have the knowledge, skills, values and attitudes that are equivalent to the learning outcomes listed in the course outline?

    *   Would I be willing and able to demonstrate to someone my knowledge, skills, values and attitudes contained in each learning outcome?

If you continue to consider that PLAR is a good course credit option for you:

4. Prepare to describe briefly how your learning from life and work experience is similar to the course outcomes.

5. Consult your academic school to obtain a course outline and arrange a meeting to discuss PLAR.

6. In your discussion with the PLAR contact/faculty/coordinator:

    *   Identify your readiness to use PLAR

    *   Determine when and how your learning will be assessed – an action plan may be developed identifying date for challenge completion and the type of challenge process (e.g. interview, test, mini-portfolio, other).

7. If you decide to use PLAR

    *   Go to Enrolment Services, complete the PLAR Application form and pay the **non-refundable PLAR fee**.

    *   Take the form with you when you complete the required course challenges. Faculty will need this form to record your grades.

Form Delivery

The faculty will provide you with feedback and forward the form with the grade to Enrolment Services.

Note: PLAR as a credit option is not an option for failed courses. Ideally applications for PLAR should be completed before classes begin or course enrolment. There may be specific times when PLAR challenges are available.

The Student Rights and Responsibilities Code of Conduct and Procedures (The Code) applied to the candidates using Prior Learning Assessment and Recognition.