

PRIOR LEARNING ASSESSMENT AND RECOGNITION APPLICATION

COMPLETE ONE FORM FOR EACH COURSE BEING CHALLENGED

Indicate the name of the Program you are requesting Prior Learning credit to be applied towards:

PERSONAL INFORMATION		
Student Number _____	Program Name _____	
Last Name _____	First Name _____	Date of Birth (dd/mm/year) _____
Home Telephone Number _____	Business Telephone Number _____	
Email Address: _____		
Humber Course Name: _____ Humber Course Number: _____		
Attach documents that describe and verify the source of learning. (See #3 on reverse.) A <u>non-refundable</u> Ministry approved fee (currently \$88.00) <u>per course</u> challenged must accompany this application for the assessment process to begin.		
I have read and understand the information on the back of this form and agree to the conditions and requirements.		
Signature of Applicant _____		Date _____
METHOD OF PAYMENT		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> CERTIFIED CHEQUE
<input type="checkbox"/> DEBIT CARD (in person ONLY)	<input type="checkbox"/> MONEY ORDER	
If the application is received by mail or fax, the student will be contacted for the credit card number before the application can be processed. (NO CASH, UNCERTIFIED PERSONAL CHEQUES. Write your name on the front of the payment. Make payable to Humber College.)		
TO BE COMPLETED BY REGISTRAR'S OFFICE		
TERM: _____	YEAR: _____	INITIALS: _____
FORWARDED TO: _____		SCHOOL: _____ DATE: _____
COMMENTS: _____		
TO BE COMPLETED BY SCHOOL – RESULT		
<input type="checkbox"/> Satisfied	or _____% specify	<input type="checkbox"/> Challenge Evaluation
<input type="checkbox"/> Unsatisfied		<input type="checkbox"/> Portfolio Assessment
_____ Assessor	_____ Associate Dean	_____ Date
COMMENTS: _____		
TO BE COMPLETED BY REGISTRAR'S OFFICE		
Amount Paid \$ _____ Comments (if required): _____		
Received by: _____	Date: _____	Return to: _____

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) INFORMATION AND PROCEDURE

Candidates who demonstrate learning acquired through practical experience that corresponds to a specific Humber College course may be granted PLAR credit in that course. Transfer credits **may** be granted for courses taken at other academic institutions. Use the Transfer Credit Application form at [http://www.humber.ca/sites/www.humber.ca/files/exemptions_09\[1\].pdf](http://www.humber.ca/sites/www.humber.ca/files/exemptions_09[1].pdf)

Process for Prior Learning Assessment and Recognition

1. Obtain the course outline from the Academic School responsible for delivering the course.
2. Review the course outline to determine if your knowledge and skills match the course learning outcomes.
3. Collect documents that support your application for PLAR. These might include: your resume, a description of your experiences and learning that relate to the course being challenged, work samples, and letters of verification. Include a letter describing your experiences and the learning that relates to the course outline.
4. Complete the PLAR Application on the reverse of this sheet.
5. Submit this application form, the supporting documents, and the fee* for **each course** challenged to the Office of the Registrar, Humber College, 205 Humber College Boulevard, Toronto, M9W 5L7
*See reverse of this sheet.
6. This form and supporting documents will be passed to the course assessor who may contact you to arrange for additional demonstration of learning (personal interview, test or demonstration).

PLEASE NOTE:

Credit will be granted only if learning is assessed to be comparable (in both theory and practice) to the level expected from students enrolled in that course.

The assessment fee is non-refundable.

In order to verify documentation, the assessor may contact references or employers named in the portfolio or resume.

Apply early. Sufficient time is required for completion of the assessment and processing of paperwork before you are informed of the decision. The process can take up to four weeks to be completed.

A successful assessment will give the applicant credit in the specific course and will appear on the student record as a percentage grade or SAT (for satisfied).

Granting of credit for prior learning does not guarantee entry into the program of study. You must follow the normal admission procedure to gain admission to the College.

For more information visit humber.ca/plar