



Prior Learning Assessment Portfolio Assessment Application

Name: _____ SSN: _____

PTC Student Email: _____ Phone: _____

Complete this form and use it as a cover sheet for your portfolio submission. Initial each blank to verify you have completed the required steps to submit a portfolio. After the PLA Assessment Fee is paid, submit your entire portfolio to the PLA Coordinator.

_____ I have met with the Prior Learning Assessment Coordinator and reviewed my eligibility to receive PLA credit by completing a self-inventory.

_____ I have received a copy of the Prior Learning Assessment Student Manual.

_____ I have completed the PLA 1001 – Portfolio Development course or waive my right to take this course.

List the courses for which you are petitioning to receive credit by PLA.

Course Code Course Name

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Course Code Course Name

Check this box if there are additional courses and continue the list on the back of this form.

A \$25 + \$75-per-course PLA Assessment Fee is due prior to evaluation of credit.

I understand I must submit this completed request, pay any necessary fees, and provide all required documentation in order to petition for credit. Paying a fee is not purchasing credit. I understand I am not guaranteed credit and that my request will be evaluated by an expert in the petitioned field of study. Therefore, I understand refunds are not issued once fees are paid. I understand that any credit hours awarded do not count toward the college's residency requirement nor will I be able to receive credit twice for a course awarded by PLA. If denied credit, I understand I cannot petition for credit again by any option defined under the college's PLA policy. I understand that PTC cannot guarantee the transfer of any credit awarded under PLA to another college or university.

Student Signature _____ Date _____

Official Use Only:

Business Office
PLA Assessment Fee: _____ Payment Received: _____ By: _____

PLA Coordinator
Portfolio Received: _____ By: _____