

Credit for Prior Learning Request Form Undergrad/Grad Certifications or Trainings

This form is required for Trident to review Industry Certifications, Trainings, or Licensure for Prior Learning credit. You must submit this form as well as the applicable documentation indicated below. Please thoroughly review the Prior Learning Assessment policy in the University Policy Handbook, and only complete this form if you have met ALL of the criteria below:

- You have submitted all required admission documents and have a completed degree plan on file.
- You have received a Full or Conditional Admission letter from Trident University in your current program.
- You are a Certificate or Undergraduate/Graduate degree-seeking student.
- You are in good academic standing.

If you have met the required criteria, please submit this form to your student success advisor, along with:

Official* proof of completion of training or certification

And

Official* copies of additional course information, which includes course training dates, course length (number of hours or days), and course description**

---Or---

An original letter from the training organization that contains the above information. This must be on letterhead and signed by a representative of the organization, with contact information***

**Information may not be screenshots or copied and pasted into a word document, power point presentation, or other word processing document.*

***Course descriptions and other documentation printed from a training provider's website should have the web address at the bottom of the printed page.*

****Letters should indicate the name, dates, and length of the training program or course, as well as a brief description of the training or learning outcomes.*

Please note: The turnaround time for a Prior Learning Assessment submission can be up to 2 weeks depending on number of submissions, level of detail provided on the documentation, and additional research that may need to be done. Submissions are final and may not be resubmitted more than once. Please ensure that all appropriate documentation and submission components are present when you submit.

Submission Information

Student Name:	Student ID:
Student Email:	Student Phone:
Current Program:	
<i>External course or training program</i>	<i>Trident course or requirement</i>
<p>You <u>must</u> fill out this section in order for your submission to be reviewed. Be specific about which Trident course or requirement should be reviewed for each equivalency. You may not seek PLA credit for a course you have previously failed at Trident. If you wish to have more than 3 trainings or certifications reviewed, you must submit an additional form.</p>	
Certification/Training 1:	Course 1:
Certification/Training 2:	Course 2:
Certification/Training 3:	Course 3:
Acknowledgements:	
<p>By signing below, students acknowledge:</p> <ul style="list-style-type: none"> Credit is subject to all transfer guidelines and restrictions as outlined in the Policy Handbook and is not guaranteed. Credit can only be awarded if the documentation provided meets the requirements for assessment. If any documentation is missing, it is the student's responsibility to locate and submit official documentation. All documentation provided is legitimate, accurate, and adheres to academic integrity policies. Any documentation found to be falsified will be unacceptable and may result in dismissal. Even if credit is awarded, it will only be applied to a student's degree program if there is room in the student's degree plan. 	
Student Signature:	Date: