

## APPLICATION FOR PRIOR LEARNING ASSESSMENT (PLAR) CONTINUING EDUCATION

PLAR is the process of identifying, assessing and recognizing skills, competencies and knowledge of education individuals acquired both formally and informally. PLAR can be used for advanced entry into programs and/or for course or program credit and can reduce the cost and time spent learning. Many of the courses and programs offered through NWP, Continuing Education Department are eligible for PLAR. PLAR can be awarded for previously completed courses and for skills gained through paid work, volunteering and other means. Learners interested in applying for PLAR should follow the steps noted below:

- STEP 1** Contact the CE Department to determine if the course or program of interest is eligible for PLAR.
- STEP 2** Complete Section A and B of the form below.
- STEP 3** Gather documentation to support your application. Documentation can include, but is not limited to, transcripts, course outlines, letters from employers and test results.
- STEP 4** Pay the fee for PLAR. PLAR fees are calculated at fifty percent (50%) of the regular registration fee minus any textbook/course material fees. PLAR fees are non refundable.
- STEP 5** Submit the application form, documentation and proof of payment. Please note: Assessment will not proceed until all required documents are received.
- STEP 6** Wait for assessment results. Typically, the assessment is completed within two weeks from the date all documentation has been received by CE.

**NOTE:** Unless given specific approval, learners can PLAR up to twenty five percent (25%) of the course/program. Percentages calculated is based on the course/program total hours.

**NOTE:** If not approved, the PLAR fee paid by the student will be applied to the applicable course tuition.

**\*\*PLAR can be awarded to NWP, Continuing Education courses only\*\***

### SECTION A - PERSONAL INFORMATION

LEGAL LAST NAME	LEGAL FIRST NAME <small>Click or tap here to enter text.</small>
PROGRAM OR COURSE <small>Click or tap here to enter text.</small>	
STUDENT SIGNATURE <small>Click or tap here to enter text.</small>	DATE <small>Click or tap to enter a date.</small>

### SECTION B - COURSE(S) APPLYING FOR EVALUATION

COURSE NAME AND NUMBER <small>Click or tap here to enter text.</small>	COURSE GRADE <small>Click or tap here to enter text.</small>
COURSE NAME AND NUMBER <small>Click or tap here to enter text.</small>	COURSE GRADE <small>Click or tap here to enter text.</small>
DATE COURSE TAKEN <small>Click or tap here to enter text.</small>	
OTHER DOCUMENTATION OR INFORMATION TO ADD <small>Click or tap here to enter text.</small>	

**FINAL EVALUATION RESULT (TO BE FILLED OUT BY DIRECTOR OF CE)**

COURSE BEING GIVEN PLAR FOR: \_\_\_\_\_

COURSE BEING GIVEN PLAR FOR: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

APPROVED: \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

*SIGNATURE OF DIRECTOR:* \_\_\_\_\_

*DATE:* \_\_\_\_\_

**PAYMENT INFORMATION**

**COST TO BE PAID BY:**

- VISA
- MASTERCARD
- AMERICAN EXPRESS

CREDIT CARD # \_\_\_\_\_

Month \_\_\_\_ Year \_\_\_\_ CVC \_\_\_\_ (information to be provided after registration)

CHEQUE (Please mail to NW Polytechnic, Continuing Education Department)

**DATE OF PAYMENT:**

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_