



MCUTS
@LBC

Credit for Prior Learning Application

Student Name: _____ Date: _____

Provide the required information in the designated fields below for those learning experiences you want assessed for academic credit. The number of credit hours awarded, if any, is at the sole discretion of MCUTS designated administrator(s). Completion of this application does not guarantee any hours will be awarded or that awarded hours will be recognized by other academic institutions.

Significant Employment

(1) Name of Company _____ Duration of employment: _____

Position(s) : _____ Duties : _____

How have you used what you learned in other situations? _____

(2) Name of Company _____ Duration of employment: _____

Position(s) : _____ Duties : _____

How have you used what you learned in other situations? _____

General Type of Documentation Needed:

Letter of reference from employer attesting to how long you worked and what you did.

For Office Use Only:

Range of Possible credit hours to be earned: _____ Documentation Needed: _____

Number of Credit Hours Awarded: _____ *Explanation Comments:* _____

Workforce Training

(1) Training provider / Name of training program _____

Number of hours in training: _____ What did you learn: _____

How have you used what you learned in other situations? _____

(2) Training provider / Name of training program _____

Number of hours in training: _____ What did you learn: _____

How have you used what you learned in other situations? _____

(3) Training provider / Name of training program _____

Number of hours in training: _____ What did you learn: _____

How have you used what you learned in other situations? _____

General Type of Documentation Needed:

Certificates of completion or letter from employer attesting to your successful completion of the training.

For Office Use Only:

Range of Possible credit hours to be earned: _____ Documentation Needed: _____

Number of Credit Hours Awarded: _____ *Explanation Comments:* _____

Church Training

(1) Name of Church & Type of Training Received _____

Number of hours in training: _____ What did you learn: _____

How have you used what you learned ? _____

(2) Name of Church & Type of Training Received _____

Number of hours in training: _____ What did you learn: _____

How have you used what you learned ? _____

General Type of Documentation Needed:

Letter from pastor(s) attesting to how long you trained and what was involved in training.

For Office Use Only:

Range of Possible credit hours to be earned: _____ Documentation Needed: _____

Number of Credit Hours Awarded: _____ *Explanation Comments:* _____

Church Service

(1) Name of Church Served _____
Number of service years: _____ Position(s) Held: _____
Duties of Position _____

(2) Name of Church Served _____
Number of service years: _____ Position(s) Held: _____
Duties of Position _____

General Type of Documentation Needed:

Letter(s) from pastor or deacon(s) attesting to the positions you held and what you did.

For Office Use Only:

Range of Possible credit hours to be earned: _____ Documentation Needed: _____

Number of Credit Hours Awarded: _____ *Explanation Comments:* _____

Volunteer Training

Name of Organization & Type of Training Received: _____
Number of hours in training: _____ What did you learn? : _____
How have you used what you learned? _____

General Type of Documentation Needed:

Letter from organization(s) attesting to how long you trained and what was involved in training.

For Office Use Only:

Range of Possible credit hours to be earned: _____ Documentation Needed: _____

Number of Credit Hours Awarded: _____ *Explanation Comments:* _____

Volunteer Service

(1) Name of Organization Served: _____
Number of service hours: _____ What did you do? : _____
How did your experience affect you? _____

(2) Name of Organization Served: _____
Number of service hours: _____ What did you do? : _____
How did your experience affect you? _____

(3) Name of Organization Served: _____
Number of service hours: _____ What did you do? : _____
How did your experience affect you? _____

General Type of Documentation Needed:

Letter from organization(s) attesting to how long you served and what you did.

For Office Use Only:

Range of Possible credit hours to be earned: _____ Documentation Needed: _____

Number of Credit Hours Awarded: _____ *Explanation Comments:* _____

Non-Accredited Education

(1) Name of Education Provider: _____

Number of hours spent in course related activities: _____ What did you learn? : _____

How have you used what you learned? _____

(2) Name of Education Provider: _____

Number of hours spent in course related activities: _____ What did you learn? : _____

How have you used what you learned? _____

(3) Name of Education Provider: _____

Number of hours spent in course related activities: _____ What did you learn? : _____

How have you used what you learned? _____

General Type of Documentation Needed:

Copy of course(s) syllabus or other course description(s) & any final course grade(s), evaluation(s), or certificate(s) of completion

Important Notification:

If you are applying for CPL based ***solely*** on Non-Accredited Education work, please submit your documentation along with this CPL application. If, however, you are applying for CPL based on Non-Accredited Education work ***and*** other categories of work (for example, church training or volunteer service), please wait to submit documentation for your Non-Accredited Education until you are requested to submit documentation for your other work.

For Office Use Only:

Range of Possible credit hours to be earned: _____ Documentation Needed: _____

Number of Credit Hours Awarded: _____ *Explanation Comments:* _____

Independent Study

Subject of Study: _____

Number of hours spent in research: _____ In a sentence or two what did you hope to learn? _____

What other subject(s) did your study(s) make you want to research later? _____

General Type of Documentation Needed:

Write a one page paper (double-spaced) summarizing what you learned in each study. Include a list of the books you read and number of pages in each.

For Office Use Only:

Range of Possible credit hours to be earned: _____ Documentation Needed: _____

Number of Credit Hours Awarded: _____ *Explanation Comments:* _____

Travel to Historical Sites

Name of Site Visited: _____

Total time spent at site: _____ Why did you visit the site? _____

General Type of Documentation Needed:

Write a one page paper (double-spaced) discussing the historical significance of each site and your personal impressions about that history based upon your visit.

For Office Use Only:

Range of Possible credit hours to be earned: _____ Documentation Needed: _____

Number of Credit Hours Awarded: _____ *Explanation Comments:* _____

Other

Where did you gain your experience? _____

How long did your experience last? _____ What did you learn? : _____

What have you done with what you learned? _____

General Type of Documentation Needed:

A letter from someone who was involved with you in the experiences attesting to what you did.

For Office Use Only:

Range of Possible credit hours to be earned: _____ Documentation Needed: _____

Number of Credit Hours Awarded: _____ Explanation Comments: _____

For Office Use Only:

Summary of Prior Learning Credit

Number of Credit Hours Awarded: _____

MCUTS Faculty-Administrator Printed Name: _____

MCUTS Faculty-Administrator Signature: _____

Date: _____