

Prior Learning Assessment Application

- Step 1.** Review the Prior Learning Assessment Policy and Procedures (Policy: E-1.8 camosun.ca/policies).
- Step 2.** Contact the School offering the course for which you wish to have your learning assessed, and discuss with the Chair, Coordinator or Program Leader whether an assessment is suitable.
- Step 3.** Obtain the departmental signature approving the Prior Learning Assessment and establish the date(s) for the assessment.
- Step 4.** Forward complete form by email to registrationdepartment@camosun.ca or bring to the Registration department during office hours. Registration will register you in the Prior Learning Assessment course.
- Step 5.** Pay the tuition. Complete the assessment. A grade will be issued following the assessment and does not result in the granting of advanced credit for the prerequisites to the course, program or module.

To be completed by the Department offering the Prior Learning Assessment:

I have met with: _____ C _____
Student First Name Student Last Name Student #

I have determined that this student is eligible to have their learning assessed for the following course:

_____ _____
Course Number Course Title

Date(s) of assessment: _____ to _____
Date (MMDDYY) Date (MMDDYY)

Instructor name: _____
Print/Type Name of Instructor

Comments:

Department Authorization:

Print / type name: _____ Signature and Date: _____

Dept: _____ Phone: _____

Note: A successful assessment of prior learning will apply only to the designated module or course.

To be completed by the Registration Office:

_____ _____ _____
Print Name Signature Date