Credit For Prior Learning Evaluation/Examination

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<th>Subject &amp; Catalog No.</th>
<th>Title</th>
<th>Units</th>
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**Step One: Completed by Faculty**

**Step Two: Completed by Faculty**

I/We have evaluated the documentation presented and certify the above named student is entitled to the following credit(s)—either listed above or on attached sheet.

**Approval:**

__________________________________________  __________
Department Chair/Coordinator            Date

**Step Three: Completed by Cashier Department** (Payment Due Prior to Admissions and Records Processing)

- Number of Credits______ Amount Paid_______ Date_____

**Step Four: Return Form to Admissions and Records for Processing**

**Examination**

**Step Two: Completed by Admissions and Records**

I/We have reviewed the students transcripts and verify the student has never received credit for the above mentioned classes.

**Approval:**

__________________________________________  __________
Admissions and Records            Date

**Step Three: Completed by Cashier Department** (Payment Due at the Cashier Department Prior to Examination)

- Number of Credits______ Amount Paid_______ Date_____

**Step Four: Faculty Grading**

The above named student was tested by me on ____________________________.
The Grade on the examination is ______________.

__________________________________________  __________
Faculty Signature            Date

This form is to be **returned immediately by the Instructor** to the Admissions and Records Office after the examination. If the Instructor wishes to be paid for the Examination, they will need to contact Employee Services to complete the appropriate payment request.

**Admissions and Records ONLY**

- Credit Posted/Student Notified
- Credit Not Posted/Student Notified

A&R Staff Initial/Date

Revised 11.10.14