



PLA EVALUATION COMPONENTS AND CRITERIA

Complete one ECAC form for EACH course.

Department or Division		
Effective Term:		
Name of Proposer and Title:	First and Last Name	Title

Credit Course and Title:	Credit Hours:
Linked CE Course (if applicable):	

PRIOR LEARNING ASSESSMENT (PLA) REQUIREMENTS	
Does this course have any prerequisites or corequisites?	List the relevant course requirements and provide information on how the prerequisite and/or corequisite requirements will be fulfilled.
Which assessment method(s) will be used for this course? Check all that apply.	<input type="checkbox"/> Industry Certification <input type="checkbox"/> Departmental Exam <input type="checkbox"/> Skills Demonstration <input type="checkbox"/> Linked CE Course <input type="checkbox"/> Other: _____
Certification Requirements:	<p>List the potential certifications that could be applied to this PLA. Address at least the following for each certification:</p> <ul style="list-style-type: none">• What is the certification? What does it intend to do or show?• What is the relevant certifying agency? Who are they and what do they do?• How will the department determine if the student has an active certification?• How current must the certification be for this PLA opportunity?• How do candidates maintain their certification or recertify?



Exam/Skills Demonstration Requirements:	Does this PLA require a written exam, a skills demonstration, or both?	
	Will this be proctored by the academic department or the Testing Office?	
	Will the assessment be timed? If so, what is the time limit?	
	How long will it generally take a student to complete the test?	
	What is the minimum passing score needed to be eligible for credit?	
	Will the test be conducted electronically or on paper?	
	Will the academic department or the Testing Office need to purchase the exam, software, or license, or become a registered testing location? If so, provide a detailed explanation below.	
Additional PLA Requirements:	Provide any other requirements students must meet to be eligible to pursue this PLA opportunity such as a one-on-one interview, a resume, a portfolio, etc.	
Materials and Costs:	<p>Will the student be responsible for any additional materials and/or costs? If so, please list the materials and the approximate costs below.</p> <p><i>NOTE: A fee of \$30.00 is charged to each student for each institutional departmental exam. The student will need to provide a receipt of payment from the Bursar's Office to the department or the Testing Center (depending on where the test is administered) before they can sit for the exam.</i></p>	

OUTCOMES TO BE DEMONSTRATED THROUGH PRIOR LEARNING ASSESSMENT

Provide the Student Learning Outcomes (SLOs) for this course.	
Provide a list of books/resources the student can use to prepare for the assessment.	What recommended books/resources should the student consult? (Required materials and costs should be included in the previous section, <i>Materials and Costs</i>).

<p>Attach documents that demonstrate how the Student Learning Outcomes will be covered by the assessment(s).</p>	<p>Provide a brief description of each attachment, and how it covers the Student Learning Outcomes. Attach all that apply.</p> <ul style="list-style-type: none"> • <u>Certification Skills</u> – Provide information that shows the knowledge, skills, competencies and/or learning outcomes covered by the certification(s). • <u>Exam Criteria/Questions</u> – Provide a copy of the exam(s) that will be administered. • <u>Grading/Evaluation Rubric</u> – Provide a list of the grading rubric for each exam.
<p>Additional Attachments:</p>	<p>Examples:</p> <ul style="list-style-type: none"> • <u>Departmental Plan for Linked Courses</u> – Attach the department’s plan for linked courses and identify other departments that will need to revise their departmental plans based on these proposed PLA opportunities. • <u>Program Assessment Plan(s)</u> – Attach the Program Assessment Plan(s) either for reference or to identify areas in the plan that will need to be revised based on this PLA opportunity.