**PLA EVALUATION COMPONENTS AND CRITERIA**

Complete one ECAC form for EACH course.

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| **Rubric, Course Number, and Title:** | **Credit Hours:** |

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| **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.** | [ ] Industry Certification[ ] Departmental Exam [ ] Skills Demonstration [ ] Linked CE Course[ ] Other: \_\_\_\_\_\_\_\_\_\_\_ |
| **Certification Requirements:** | Provide a list of all potential certifications that could be applied to this PLA. Include the relevant certifying agencies and how current the certification must be. Provide any other requirements that the academic department will require in order to evaluate the certification.*
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| **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. |
| **Linked Courses:** | Has this course already been built as a PLA-eligible linked Continuing Education course?  |
| **Materials and Costs:** | Will the student be responsible for any additional materials and/or costs? If so, please list the materials and the approximate costs below. *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.*  |

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| **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, *Materials and Costs*). |
| **Attach documents that demonstrate how the Student Learning Outcomes will be covered by the assessment(s).** | Provide a brief description of each attachment, and how it covers the Student Learning Outcomes. Attach all that apply.* **Certification Skills** – Provide information that shows the knowledge, skills, competencies and/or outcomes covered by the certification(s).
* **Exam Criteria/Questions** – Provide a copy of the exam(s) that will be administered.
* **Grading/Evaluation Rubric** – Provide a list of the grading rubric for each exam.
* **Departmental Plan for Linked Courses** – 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.
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