

7 Steps to Prior Learning and Recognition (PLAR) Credit

It is important to follow these steps before applying for PLAR and paying the **non-refundable PLAR fee**.

1. Check the annual Calendar of Important Dates for critical deadlines if you are a full-time student and applying for PLAR credit. PLAR cannot be used after the 6th hour of class if you are enrolled in the course. You do not need to be enrolled in the course to use the PLAR option.
 2. Locate and read the course outline. Course outlines can be obtained from the Academic Department.
 3. Ask yourself the following questions:
 - Do I have the knowledge, skills, values and attitudes that are equivalent to the learning outcomes listed in the course outline?
 - Would I be willing and able to demonstrate to someone my knowledge, skills, values and attitudes contained in each learning outcome?
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If you continue to consider that PLAR is a good course credit option for you:

4. Prepare to describe briefly how your learning from life and work experience is similar to the course outcomes.
 5. Consult/call the PLAR contact person identified in the course outline or program outline.
 6. In your discussion with the PLAR contact/faculty/coordinator:
 - identify your readiness to use PLAR
 - determine when and how your learning will be assessed – a contract may be developed identifying date for challenge completion and the type of challenge process (e.g. interview, test, mini-portfolio, other).
 7. If you decide to use PLAR
 - Go to Enrolment Services, complete the PLAR Application form and pay the **non-refundable PLAR fee**.
 - Take the form with you when you complete the required course challenges. Faculty will need this form to record your grades.
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Form Delivery

The faculty assessor will provide you with feedback and forward the form with the grade to Enrolment Services.

Note: PLAR as a credit option is not an option for recently failed courses. Application for PLAR should be completed before classes begin or course enrolment. There may be specific times when PLAR challenges are available.

The Student Rights and Responsibilities Code of Conduct and Procedures (The Code) applies to the candidates using Prior Learning Assessment and Recognition.