



PLAR Application Form

Prior Learning Assessment and Recognition

School of Business and Information Technology

<ul style="list-style-type: none"> • There are no assessment fees required • To apply for a PLAR, students must be enrolled in a College program • High school courses cannot be used for PLAR 	All PLAR applications must be received by the Student Services Office no later than ONE (1) calendar week after the start of the semester , as outlined in the College calendar.		
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Student's Name	Student Number	Telephone Number
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CNA Email Address			
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	Year 1	Year 2	Year 3
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CNA Program of Study	Year		
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Campus Location:	PLAR Request for:		
Clarenville (Online) Corner Brook Grand Falls-Windsor Prince Philip Drive	Course (i.e. MC1242) Work Exposure/Work Term (i.e. OJ1550, OJ1900, WT1155)		
	<i>NOTE: A separate application must be submitted for each course challenged</i>		

Refer to the following page for a checklist of documents required to process your PLAR application

This information will assist the faculty assessor in determining whether the learning is equivalent to the College course or work exposure/work term. Please contact the Student Services office at your campus for more details on Prior Learning Assessment & Recognition.

My signature below indicates that all the above information is accurate, and I take full responsibility for providing all such information.

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting your personal information to process your request and to update your academic record. It will only be used for this purpose. Personal information you provide will be used by College staff to process your application. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the College's Registrar at 709-643-0827. For more information about the ATIPPA please visit www.cna.nl.ca/about/atippa.asp.

I have read and understand the Privacy Statement above and consent to the collection and use of this personal information.

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Student's Signature	Date
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Course PLAR Application Process

Prior Learning Assessment and Recognition
School of Business and Information Technology

Course PLAR Application Process

Provide the applicable information for processing of the **Course PLAR** application:

CNA Course Name (i.e. Computer Applications I)	CNA Course Number (i.e. MC1240)

Supporting **course** documentation attached to this application:

Relevant work experience with employer contact information (i.e., current resume)

Relevant activities and/or experiences that resulted in equivalent learning for the above course (i.e., webinars, workshops) including topics covered and proof of completion

Detailed course outlines for courses completed with an outside agency or educational institution including proof of successful completion (i.e. certificate, transcript)

Other

Work Exposure/Work Term PLAR Application Process

Provide the following information for processing of the **Work Exposure/Work Term** PLAR application:

Work Exposure/Work Term Course Number (i.e. OJ1550, OJ1900, WT1155)	
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Supporting **Work Exposure/Work Term** documentation attached to this application:

Current resume

Job description (duties are relevant to program of study)

Completed **Employer Section** of this form (Pages 3 and 4) containing:

- position title
- dates of employment
- hours of work (i.e. 37.5/week)
- description of duties/responsibilities related to program of study
- complete listing of MS Office software/versions being utilized
- supervisor/employer contact name, number, and email address

FOR OFFICE USE ONLY

Application Received			Minimum GPA of 2.0
	Received by (campus designate)	Date Received	Verified by Campus Designate
Application Reviewed			Approved Denied
	Processed by (SME)	Date Processed	Verified by SME
School Approval			Approved Denied
	Official Signature (SOBIT)	Date Completed	Verified by SOBIT

Important: All documents for work exposure/work term PLAR **must** be submitted with this application.



PLAR Employer Section
Prior Learning Assessment and Recognition
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NOTE: Application will be considered incomplete if **ALL** sections are not completed by employer

Work Exposure/Work Term Contact Information	
Ensure all fields are completed for follow-up, if necessary	
Company Name	Supervisor's Name
Supervisor's Email Address	Telephone Number
Details of Employment	
Ensure information provided is as detailed and accurate as possible	
Student's Name	Student's Job Title
Dates of Employment	Hours Worked Per Week
List of MS Office software (i.e. Word, Excel, PowerPoint) that the student uses in regular daily work activities	
Include software version (i.e. MS Word 2016)	
List of additional software	
Include N/A if no additional software outside of the MS Office Suite listed above	

Student Job Duties

Include duties/responsibilities performed during employment that are directly related to the program of study

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By signing below, the supervisor is agreeing that information included on Pages 3 and 4 of this application are accurate and true.

Supervisor's Name (Print)	Supervisor's Signature (must include written or e-signature)	Date Signed