PLA Credit – Certification Credit

Registrar's Office
8600 University Blvd. Evansville, IN 47712 • Phone: 812-464-1762

Course-specific Prior Learning Assessment (PLA) credit may be granted to undergraduate students who have successfully completed a nationally- or state-recognized **professional certification/licensure exam**, such as but not limited to:

- Case management
- Oncology nursing
- Critical care nursing
- National Association of Social Workers' ACSW certification
- Real estate licensure
- Broker's licensure

Professional certification/licensure credit terms and policies:

- Students register for a certification exam and pay an exam fee through the organization that administers the examination leading to professional certification/licensure.
- **Proof of current certification/licensure must be submitted along with this form.**
- **Course-specific PLA credit is generally awarded at the 100- or 200-level.** Course-specific PLA credit (including professional certification/licensure credit) is aimed at providing students with the opportunity to demonstrate mastery of lower-level and general education knowledge.
- To inquire about earning PLA credit for professional certification/licensure, contact the department chair or program director of the department in which the course-specific credit is to be awarded.

Terms and policies for all forms of PLA credit at USI:

- Credits earned for prior learning are generally not transferrable to other institutions.
- Credits earned through any prior learning method do not fulfill USI residency requirements for degree completion.
- PLA credit shall not receive conventional A-F letters grades. PLA credit cannot be used as a course repeat (an A-F letter grade cannot be replaced by PLA credit). The transcript will not indicate unsuccessful attempts to earn PLA credit.
- Credit awarded by prior learning assessment may affect financial aid eligibility. Students should consult the Student Financial Assistance Office to determine the impact on financial aid eligibility *before* conferral of prior learning credit.
- Credit awarded for prior learning will be transcripted to indicate the method of prior learning assessment and will be awarded to the term in which the required records are received and processed by the Registrar's Office.

PART 1: Request for PLA-Certification/Licensure Credit

Student ID Number: _____ **Name:** **(Last)** _____ **(First)** _____ **(MI)** ____

Professional certification/licensure exam **(attach documentation):** _____

_____

Date certification/licensure obtained: _____ **Expiration Date** (if applicable): _____

Credit awarded for course: _____ _____ **Title:** _____ **Credit Hrs:** _____
Subject **Course #**

I acknowledge the terms and policies listed above and request PLA Certification Credit for the course listed above.

Student's Signature: _____ **Date:** _____

Part 2: Approval of Certification/Licensure Credit

Based on the student's professional certification/licensure, I request PLA credit to be awarded for the course listed above.

Department Chair's Signature: _____ **Date:** _____

Dean's Signature: _____ **Date:** _____

Provost's Signature: _____ **Date:** _____

Submit the completed form and proof of certification to the Registrar's Office for processing

Registrar's Office Use Only				
EX015 PLA-Certification Credit	Course/hrs awarded:	Term:	By:	Date: