

PRIOR LEARNING CREDENTIAL TO CREDIT APPLICATION
for Non-Credit Internal and External Programs
(i.e. WPE Health Programs, OCVTS Agreements, Police Academy Training)

I request a review of my certificate/credential/licensure(s) /program transcript from:

Student Signature **Student ID** **Date**

I understand my certificate/credential/licensure(s) must be non-expired, and/or all applicable articulation agreement stipulations must be met at the time of application to receive credit and that I must be a matriculated (degree seeking) student before credit can be awarded.

Credit being requested:

Title of Certificate/Credential/Licensure AND/OR Specific Articulated Program	Date Completed	Indicate Specific Course Equivalence or Block Credit	Course Number (for specific course equiv)	Credits

***Copy of certificate/credential/licensure(s), executed articulation and/or official transcript must be attached to this application**

The attached Certificate/Credential/Licensure(s)/program transcript and/or prior learning evaluation have been determined to be equivalent to the above Ocean County College coursework. Attached is documentation of the evaluation of the certificate/credential/licensure(s), prior learning assessment and articulation if applicable. Form should be signed by the sponsoring faculty member/instructor, and appropriate Dean or Executive Director of WPE, and forwarded to the registrar. Articulated credentials only require a signature from the Dean or Executive Director or their designee.

Faculty/Instructor Signature Date

Dean/Executive Director Date

Processing Instructions

1. The student must be enrolled in a degree program before any prior learning credits can be awarded.
2. This form requires a signature from a sponsoring faculty member or lecturer, acknowledging that student has presented credentials that meet the articulated standards, along with specific credit alignments. When it is signed and complete, the Dean will review the supporting materials and sign off. When signed send it to the Registrar.

OCVTs (Engineering and Physical Education)
Police and Correctional Academy Training

If the credentials don't require faculty input as articulated, the Dean can simply review the articulation for requirements, and sign the form. Documentation should accompany the Prior Learning Credential to Credit Application at all stages. When completed, it is sent by the Dean to the registrar so that the credits can be recorded on the student's transcript.

3. For WPE articulated non-credit to credit bridges, the student should start in WPE with the appropriate instructor or designated staff member. The Executive Director can sign the form and fill in the credit recommendations as outlined by the agreement. WPE is verifying that the student completed the credential with them and meets the necessary criteria to award credit as outlined in the agreement.

If there is an element that must be verified by an instructor, that instructor's verification signature should be obtained.

4. This form can also be utilized to award credit for credentials that have been evaluated by ACE or NCCRS for which we do not have a specific articulation. A referral will be made to the appropriate school Dean, who can either sign the form if the recommendation is clear or get additional input from a qualified academic faculty member in the discipline and obtain their recommendation and signature. These credits can either be used to satisfy general education coursework, electives, or disciplinary coursework, depending upon the recommendation and specifics of the degree program in which the degree is being awarded.