

**PRIOR LEARNING ASSESSMENT AND RECOGNITION
APPLICATION
COMPLETE ONE FORM FOR EACH COURSE BEING CHALLENGED**

Indicate the name of the Program you are requesting Prior Learning credit to be applied towards:

PERSONAL INFORMATION		
_____ - _____ - _____ Student Number	_____ Program Name	
_____ Last Name	_____ First Name	_____ Date of Birth (dd/mm/year)
_____ - _____ - _____ Home Telephone Number	_____ - _____ - _____ Business Telephone Number	
Email Address: _____		
Humber Course Name: _____ Humber Course Number: _____		
Attach documents that describe and verify the source of learning. (See #3 on the PLAR Information page) A <u>non-refundable</u> Ministry approved fee (currently \$90.64) <u>per course</u> challenged must accompany this application for the assessment process to begin.		
I have read and understand the information on the back of this form and agree to the conditions and requirements.		
_____ Signature of Applicant		_____ Date
METHOD OF PAYMENT		
Once your application is received, the fee will be posted to your student account. Fee payments must be made through online banking. Please refer to humber.ca/fees for payment options.		
TO BE COMPLETED BY REGISTRAR'S OFFICE		
TERM: _____	YEAR: _____	INITIALS: _____
FORWARDED TO: _____		SCHOOL: _____ DATE: _____
COMMENTS: _____		
TO BE COMPLETED BY SCHOOL - RESULT		
_____	→ Satisfied or _____% specify	→ Challenge Evaluation → Portfolio Assessment
_____	→ Unsatisfied	_____
Assessor	Associate Dean	Date
COMMENTS: _____		
TO BE COMPLETED BY REGISTRAR'S OFFICE		
Fee Posted \$ _____ Comments (if required): _____		
Received by: _____	Date: _____	Return to: _____

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) INFORMATION AND PROCEDURE

Candidates who demonstrate learning acquired through practical experience that corresponds to a specific Humber College course may be granted PLAR credit in that course.

Transfer credits **may** be granted for courses taken at other academic institutions.

Use the Transfer Credit Application form at http://registrar.humberc.on.ca/admissions/TRANSFER_CREDIT_APPLICATION_FORM.pdf

Process for Prior Learning Assessment and Recognition

1. Obtain the course outline from the Academic School responsible for delivering the course.
2. Review the course outline to determine if your knowledge and skills match the course learning outcomes.
3. Collect documents that support your application for PLAR. These may include: your resume, a description of your experiences and learning that relate to the course being challenged, work samples, and letters of verification. Include a letter describing your experiences and the learning that relates to the course outline.
4. Complete the PLAR Application. You must submit one application form for every course you intend to challenge.
5. Submit the PLAR application form, any supporting documents (if required), and the required fees to the Office of the Registrar: Humber College, 205 Humber College Boulevard, Toronto, Ontario, M9W 5L7 (North campus) or 2 Colonel Samuel Smith Park Drive, Toronto, Ontario, M8V 4B6 (Lakeshore campus).
6. This form and supporting documents will be sent to the course assessor who may contact you to arrange for additional demonstration of learning (personal interview, test or demonstration).

PLEASE NOTE:

Academic credit will be granted if your prior learning experiences are considered equivalent (in both theory and practice) to the level expected from students enrolled in that course.

The assessment fee is non-refundable.

In order to verify documentation, the assessor may contact references or employers named in the portfolio or resume.

Apply early. Sufficient time is required for completion of the assessment and processing of paperwork before you are informed of the decision. The process can take up to four weeks to be completed.

A successful assessment will give the applicant academic credit in the specific course and will appear on the student record as a percentage grade or SAT (for satisfied).

Granting of credit for prior learning does not guarantee entry into a program of study. You must follow the normal admission procedure to gain admission into Humber College.

For more information visit <http://www.humber.ca/transferoptions>

Humber is committed to respecting your privacy and protecting your personal information. In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, R.S.O*

1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the *Ontario Colleges of Applied Arts and Technology Act, 2002*, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may be also contacted by ministry- or college-authorized third parties for your voluntary participation in surveys to evaluate student and graduate experience and outcomes. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Associate Vice President of Administrative Services, 205 Humber College Boulevard, Toronto, ON, M9W, 5L7, 416.675.6622. ext. 5509

Last Revised: July 28, 2015