



Prior Learning Assessment – Portfolio Checklist

Students will complete the following before they will be accepted to complete the Prior Learning Portfolio Process:

1. Verify you meet the following qualifications for PLA
 - a. Enrolled in a degree-seeking program at Arkansas Northeastern College
 - b. Must have completed 3 credit hours at Arkansas Northeastern College

2. Review the following documents
 - a. Arkansas Northeastern College PLA – Portfolio Guidelines
 - b. Arkansas Northeastern College PLA – Portfolio Slideshow
 - c. Student’s Prior Learning Assessment Portfolio Checklist

Completed	Contents	Description	Reviewed by PLA Coordinator
	Title Page	Should include a title, the student’s name, student identification number, contact information, and current date.	
	Table of Contents	Include a Table of Contents for each section.	
	Cover letter	Include: <ol style="list-style-type: none"> 1. Statement of student’s educational goals 2. Statement on how prior learning assessment relates to the stated goal 3. Statement on courses or outcomes being petitioned for credit 4. Signature authorizing the goal statement letter. 	
	Resume & Degree Audit or Unofficial Transcript(s)	<ol style="list-style-type: none"> 1. Include a chronological resume 2. Include a degree audit or unofficial transcript(s)– log into myanc.anc.edu > campus connect or see advisor 	
	Prior Learning Assessment Form(s)	Fill out one ANC Prior Learning Assessment Form for each course that you are requesting credit for. ¹ <i>Make sure all supporting documentation is detailed enough for the PLA coordinator to suggest credit.</i>	
	Course Syllabus	Provide the Course syllabus for each course that you are requesting credit for. Syllabus can be obtained from myanc.anc.edu > resources or the departmental administrative specialist. ²	
	Prior learning narrative & documentation	Provide certificates, narrative about knowledge, or other documentation to support the skill(s) ³	
	Evaluation Forms	Written by the Prior Learning Assessment Coordinator	

¹ Repeat for each course.

² Visit www.anc.edu faculty/staff directory for more information on departments and contact information.

³ Repeat for each course. Supporting documents are certificates, licenses, training outlines. If you have a certificate make sure you have a training outline to accompany.