

Procedures for Submitting a Portfolio for Prior Learning Assessment

1. Please submit **two (2)** copies of your portfolio. One for assessment that will be returned to you and one for our accreditation files that will **not** be returned.

2. Please complete the **two (2)** forms necessary.
 - a. Application for Self Acquired Competency Credit
 - b. School for Adult Learning Self-Acquired Competency Portfolio Certification.

3. **Payment** for Portfolio Assessment is due at portfolio submission. The fee for Portfolio Assessment is one half (1/2) the Extended Programs tuition per credit hour.

4. When your portfolio is successfully evaluated, you will be notified as to whether or not credit is granted. You will **NOT** receive a letter grade.