

# What is Credit for Prior Learning?

Credit for Prior Learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside a college classroom. PCCD is committed to ensuring equitable access and assessment with regard to credit for prior learning.

Students' knowledge and skills might be gained through experiences such as:

- Military training
- Industry training and certification
- State/federal government training
- Volunteer and civic activities
- Apprenticeships, internships, work-based learning, or other industry-based experiential learning

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## Methods of Assessment:

Portfolio Review

Credit by Exam

Industry Certification

Military Transcript

Advanced Placement, International Baccalaureate, College Level Exam Preparation

# Credit for Prior Learning

- ▶ Website
- ▶ Old Website:
  - ▶ <https://web.peralta.edu/cpl/>
- ▶ New Website:
  - ▶ <https://6398505.hs-sites.com/admissions/credit-for-prior-learning>
- ▶ New website slated to be live November 1, 2021

# Military/ Service Training

- Students interested in credit for prior learning using Joint Services Transcripts shall receive credit as recommended by the American Council on Education (ACE) directory and approved by the appropriate discipline faculty of the college under the following circumstances
- Official transcripts must be on file in the admissions and records office
- Credit course equivalency shall be determined by the faculty of the appropriate discipline



# PCCD Courses w/ Credit By Exam Report

Dept	#	Dept	#	Dept	#	Dept	#	Dept	#
ADAM	235	A TECH	010	BIOSC	102	COSM	232	MATH	201
ADJUS	021	A TECH	011	BIOSC	103	COSM	233	MATH	202
ADJUS	022	A TECH	012	BIOSC	104	COSM	234	MATH	203
ADJUS	023	A TECH	014	BUS	201	COSM	235	MATH	208
ADJUS	025	A TECH	015	CIS	001	E/ET	229	MATH	210A
ADJUS	057	A TECH	021	CIS	200	E/ET	231	MATH	210B
AMT	058L	A TECH	022	CIS	205	E/ET	233	MATH	211A
AMT	064	A TECH	023	CIS	209	FREN	002A	MATH	225
AMT	064L	A TECH	024A	CIS	221	FREN	030B	MATH	250
AMT	070	A TECH	025	CIS	238A	GEOL	010	MEDIA	104
AMT	070L	A TECH	026	COSM	210	HIST	053A	MEDIA	108
AMT	078	A TECH	027	COSM	211	HLTOC	202	MEDIA	111
AMT	078L	A TECH	234	COSM	212	HLTOC	203	MEDIA	112
APPR	451	BIOL	102	COSM	213	HLTOC	204	MM/AN	001B
APPR	452	BIOSC	032	COSM	214	KIN	150	MM/AN	003A
APPR	453	BIOSC	037	COSM	215	LANHT	023	MM/AN	010
APPR	454	BIOSC	040	COSM	220	LANHT	206	MM/AN	020A
ART	146	BIOSC	050	COSM	221	LRNRE	266	MMART	003
ASL	052	BIOSC	052	COSM	222	LRNRE	268	MUSIC	150
ASL	052A	BIOSC	057	COSM	223	MACH	210	NURS	012
ASL	052B	BIOSC	061	COSM	224	MACH	211	PE	1
ASL	053	BIOSC	062	COSM	225	MATH	015		
ASL	053A	BIOSC	063	COSM	230	MATH	016A		
ASL	053B	BIOSC	101	COSM	231	MATH	050		

## Student may hear about CPL from:

- Counselor
- Teacher
- Website
- Other

## Student Step 1

Email CPL Lead

[cpl@peralta.edu](mailto:cpl@peralta.edu)

- To set up appointment to determine:
  - What type of possible prior learning has occurred
  - What, if any, type of documentation shows the prior learning
  - What course(s) the prior learning may be eligible for
  - Send copies of documentation, if any, or short summary of prior learning experience student may feel is eligible for CPL

IN THE FUTURE...

- Student Step 1 will include:
  - Student email inquiry will be directed to CPL Lead and designated CPL counselor
  - And then eventually only to the CPL counselor

## **Student Step 2**

Student meeting with CPL Lead and discuss/examine:

- What type of possible prior learning has occurred
- What, if any, type of documentation shows the prior learning
  - Military transcripts, industry certification, etc.
- What course(s) the prior learning may be eligible for
- Course(s) already Credit by Exam (CBE)?
- Compare course student learning outcomes (SLOs) with prior learning documentation or experience

This meeting may also include the Faculty Subject Matter Expert (SME)

## **CPL Lead next step**

If student prior learning is determined to be viable for CPL

- Meet with faculty SME to discuss/determine:
  - If CBE, follow district process for CBE
  - If military transcripts, align transcript documentation of prior learning with course SLOs to show achievement
  - If industry certification, align certification of prior learning with course SLOs to show achievement
  - If other prior learning experience, discuss/determine if experience is viable to be used for CPL, and
    - What type of assessment method may be used to show course SLO accomplishment/achievement

## **CPL Lead next step (or Faculty SME)**

Inform student of eligibility

- If yes:
  - CBE: assist student in following district process
  - Military transcripts or industry certification: CPL lead/Faculty assist in transcript submission to A&R
  - Other Experience: Faculty SME and student work together to set up dates for assessment to be done
- If no:
  - Inform student of non-eligibility of prior learning experience
  - Assist student in setting up appointment with counselor

## **Student Step 3**

If prior learning is determined to be eligible for CPL

- CBE: follow district process
- Military transcripts or industry certification: CPL lead/Faculty assist in transcript submission to A&R
- Other Experience: Faculty SME and student work together to set up dates for assessment to be done

If prior learning is determined to non be eligible for CPL

- Set up appointment to meet with counselor to ensure appropriate educational path

## **Transcript Documentation**

- CBE: Will be transcribed in the semester the exam was taken
- Military Transcripts/Industry Certification/Other prior learning: May be transcribed in semester transcripts were reviewed, or may be in a separate section of student transcripts
  - Finalization of location will be determined as district IT finalizes transcription development



# Transcribing Credit for Prior Learning Example

“If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.”

AACCJC Policy on Credit for Prior Learning, June 2020

## Prior Learning Assessment

Military Credit			<u>Test Date</u>	<u>Score</u>	<u>Units</u>	<u>Grade</u>
CSNT	110	MCE 5939-001 Aviation Comm	01/01/2020	9.00		
CSNT	111	HARDWARE/OS FUNDAMENTALS			3.0	P
CSNT	140	NETWORKING FUNDAMENTALS			3.0	P
		LINUX ADMINISTRATION			3.0	P

## 2019 Fall

<u>Course</u>		<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
ASTR	100	PRINCIPLES OF ASTRONOMY	3.0	3.0	C	6.0
		CSU:B1,IGETC:5A				
SPAN	101	SPANISH I	5.0	5.0	A	20.0
		CID:SPAN 100,CSU:C2,IGETC:6A				
		Prior Learning Assessment: Portfolio				

## Prior Learning Assessment: Other Credits

Industry Certification			<u>Test Date</u>	<u>Score</u>	<u>Units</u>	<u>Grade</u>
CSNT	150	AWS Certification	11/13/2020			
		AWS ACADEMY CLOUD FOUNDATIONS			3.000	P

\* Please note these are examples of transcript verbiage only and not necessarily what is actually being awarded for CPL.

# Peralta Forms and Documents



Peralta Community College District

Berkeley City College  
College of Alameda  
Laney College  
Merritt College

## CREDIT FOR PRIOR LEARNING COURSE ELIGIBILITY APPROVAL FORM

Course ID Course Title Course Units

### Credit for Prior Learning Eligibility - Check all that apply:

- Credit by Exam
- Industry Certification
- Portfolio
- Military Joint Service Transcripts
- College Level Exam Program (CLEP)
- Advanced Placement (AP)
- International Baccalaureate (IB)

Per accreditation policy on assessing prior learning, in making the determination whether to award college credits, certificates, and degrees to students for prior learning, the following should be considered:

- Credit or its equivalent should be awarded only for learning, and not for experience
- Assessment should be based on standards and criteria for the level of acceptable learning that are published
- Assessment should be treated as an integral part of learning, not separate from it, and should be based on an



Peralta Community College District

Berkeley City College  
College of Alameda  
Laney College  
Merritt College

## Faculty's Steps to Eligibility Checklist for CPL

- Review this website and the resources to familiarize yourself with CPL.
- Contact the CPL District Lead, Heather Sisneros, at [hsisneros@peralta.edu](mailto:hsisneros@peralta.edu)
- Meet with the CPL District Lead to...
  - Evaluate the course using a CPL Inventory/Crosswalk spreadsheet (provided by the coordinator).
  - Review and possibly strengthen the course SLOs to support effective CPL assessment.
  - Determine the method(s) of assessment that best suit this course.

Meet with the Articulation Officer.

If you determine that the course is a great fit for CPL, inform your department Chair and colleagues and bring them into the conversation.

If Portfolio Review or Credit By Exam is a method of assessment for your course, collaborate with at least one other faculty discipline expert to develop a rubric or exam. (A CPL Portfolio rubric template will be provided for you.)

If Industry Certification or Military Transcript is a method of assessment for your course, you will need to provide a copy of the certificate and/or military transcript information to the CPL Coordinator. The Coordinator can also help you determine which military transcripts align with your course learning outcomes by using the [ACE \(American Council on Education\)](#) website as a resource.

## FACULTY PROCESS

**Faculty member is interested in having their class be a for Credit for Prior Learning (CPL) course**

### **Faculty Step 1**

Email CPL Lead [cpl@peralta.edu](mailto:cpl@peralta.edu)

- To set up an appointment to determine:
  - Go over the faculty checklist
  - Fill out the course eligibility approval form
  - If course is already CPL eligible through Credit by Exam (CBE)
  - If the course is viable for CPL eligibility
    - Through course content and student learning outcome (SLO) examination
  - What assessment methods may be most appropriate for the course
    - Military transcripts
    - Industry Certification
    - Other prior learning assessment methods

### **Faculty Step 2**

Follow Checklist

- We are all newcomers, there may be adjustments made to find out what works best for Peralta and how the colleges will work together

## **CPL Lead Next Steps**

Document course in X-walk with designated assessment methods identified.

## **IN THE FUTURE...**

META will have a CPL tab where faculty identify a course as CPL

- Similar to how it already document CBE for courses in META
- Tab will include identifying the assessment methods
- AND may require the assessment methods to be uploaded in META
- Example: The CBE exam in META so is attached to the course
  - (Issue of the course in META at every college, so would need make sure CBE exam in all locations and never changed unless all colleges agree.

## **What does all this really mean for RIGHT NOW and for US?**

If you think a course is a good candidate for CPL:

- Check to see if it is already CBE
- If the course is offered at other colleges, get with your colleagues and discuss the opportunities for the course to be CPL
  - If all agree:
    - Decide what assessment methods are appropriate for CPL
    - Meet with CPL Lead to begin the CPL eligibility process

# Next Steps

## ➤ District:

- Advertise for faculty lead - 1 for each campus
- Secure funding for faculty champions to collaborate with peers, develop common assessment tool, work with CPL Lead through the process
- Assist in determination of where CPL is “housed”

## ➤ Each Campus:

- (This is a faculty driven process. There is no mandate requiring this to be put in place)
- Discipline faculty meet to determine course eligibility for CPL
- Designate a CPL Counselor
- Designated faculty lead for each campus works with campus personnel to ensure all stakeholders are involved

## ➤ CPL Lead:

- Website, forms, resource documents, learn more about military transcripts, etc.
- IT behind the scenes: transcription, questionnaire, coding, automated process for student submission of request,
- Target highest CBE departments for CPL framework: CIS, MMART
- Finish testing process with MACH CPL - military transcripts



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- ▶ CPL Official Email:

- ▶ [cpl@peralta.edu](mailto:cpl@peralta.edu)