

PLA Process Map

Interested in earning college credit for your past learning and/or work experiences?

Start here with this map!

Do you have subject knowledge that can be demonstrated by taking a test?

Credit by Exam

- AP test: request official scores be sent to Owens from College Board website
- CLEP test: purchase through College Board, contact Testing Services to schedule
- Proficiency test: contact Testing Services to schedule

Do you have military education or experience?

Military Transcript Request

- Submit JST or CCAF transcript
- Records Office evaluates for MTAG credits and awards transfer courses

*Not equivalent to any courses?
Check out Portfolio or Skills Assessment!*

Do you have any industry recognized credentials, trainings or certificates/licenses?

Course Credit Verification

- Submit copies of documentation to PLA@owens.edu
- Department Chair approves and signs form
- Student signs form
- Records Office processes form and awards credit on transcript
- Processing fee charged to student's account

*Not equivalent to any courses?
Check out Portfolio or Skills Assessment!*

Do you have experience and knowledge that can be documented and connected to course learning outcomes?

Portfolio Assessment

See page 2

Do you have practical, hands-on skills that can be demonstrated in front of an assessor?

Skills Assessment

- Check with Advisor, PLA Specialist for eligible Skills Assessments
- Advisor, PLA Specialist arranges Skills Assessment with student and faculty assessor
- Complete Skills Assessment Form to process credit through the Records Office



Portfolio Assessment Map

