

Prior Learning Assessment (PLA) through Credit for Life Learning
PLA Student Application



To be completed by student (use a separate application for each course or exam)

Applicant information	NECC ID (if applicable):		Name:	
	Phone:		Email:	
	Address/City/State/Zip Code:			
	Program of Study:			
Student status	Are you a current NECC student? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you are an NECC student, are you applying for Financial Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PLA Option - CLEP/DSST Candidates Only	Exam Name: <input type="checkbox"/> CLEP Exam Name: <input type="checkbox"/> DSST Exam Name:		1 st Choice Test Date:	2 nd Choice Test Date:
	Are you having your CLEP or DSST Transcript sent to NECC? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you using the CLEP or DSST exam toward your degree at NECC? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are you a DANTES-funded military examinee? <input type="checkbox"/> Yes <input type="checkbox"/> No		Students with documented disabilities: Check here <input type="checkbox"/> if you need testing accommodations. Make sure to contact your test center to make the necessary arrangements before the test date. Each test center sets its own deadlines for submission of documentation and approval of accommodations.	
	If you are taking an exam with an optional essay, fill in the Exam Name and include Modular. There is additional \$10 fee to the test center on the day of testing by money order or check, made payable to NECC.			
	Repeating Exams Check here <input type="checkbox"/> if you are repeating any of these exams. You must wait three months before repeating an examination.			
PLA Option - Challenge, Credential, Portfolio Only	NECC Course: <input type="checkbox"/> Challenge Exam: CRN: Title: Credits: <input type="checkbox"/> Credential Evaluation: CRN: Title: Credits: <input type="checkbox"/> Portfolio Review: CRN: Title: Credits:			

General Information:

- Contact the Advising Center to have an initial conversation about earning credit for the course(s) to make sure that this is the process you want to consider.
- Visit the Academic Placement & Testing Center website to view the Credit for Life Learning options, guidelines and process at: www.necc.mass.edu/academics/testing/cll/.
- Students may not earn Credit for Prior Learning for a course that they have failed.
- Non-refundable fees apply.
- CLL credits are treated as transfer credits into Northern Essex Community College and follow similar guidelines.
- A minimum of 24 credits of course work for an associate degree program, and 12 credits of course work for a certificate program, are required in order to fulfill residency requirements. CLEP and CLL credit cannot be used to fulfill residency credit. In addition, students must be currently enrolled and matriculated at the time they are fulfilling their residency requirements.

For further questions or assistance, contact:

Donna Felisberto, Coordinator of Student Assessment, Credit for Life Learning & HSE Chief Examiner
 Academic Placement & Testing Center
 Northern Essex Community College, 100 Elliott St., Haverhill, MA 01830
 Technology Center, Room TC-128 / 978-556-3410 / dfelisberto@necc.mass.edu

Payment Method \$40.00 NECC administration or registration fee *ONLY* (Check one):

- ☐ Online Payment Method by Credit Card in FlexReg (*prior to test date*)
- ☐ Credit Card (*walk-in only prior to test date*)
- ☐ Money Order (*made payable to NECC- mail in or walk-in only prior to test date*)

Payment Authorization to NECC (Required for Challenge Exam, Credential Evaluation or Portfolio Evaluations *ONLY*)

Payment Authorization of \$50 per credit awarded upon completion of Challenge, Credential or Portfolio Evaluation *ONLY* (Credit card information below is required):

Credit Card option (Check one):

- ☐ Master Card
- ☐ Visa
- ☐ AMEX

Card # _____ Exp. Date _____ Total Amount Charged \$ _____

Bursar Authorized (<i>Office Use Only</i>)	Cardholder's Signature	Date
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STATEMENT OF DISCLOSURE

I understand that the awarded credit can be applied toward completion of my current program of study at Northern Essex Community College and that credits earned through Credit for Life Learning may not transfer to another academic institution. I also understand that fees are due prior to administration of the Credit for Life Learning option. The fees are applied to the expenses incurred for exam preparation, administration, and grading. Therefore fees are not refundable regardless of my performance on the evaluation or exam. Academic Area approval of this request, when required, does not certify or guarantee my ability to be successful on this evaluation or exam. Credits earned by evaluation or by exam do not apply toward academic residency requirements. I also understand that I must obtain a minimum of a "C" in order to be awarded credit, my transcript will reflect a "P" (Pass) and not a letter grade, and the "P" will not impact my grade point average.

Student Signature: _____ Date: _____

You can submit your form by clicking the Submit Form button or print the form, scan and email it to testing@necc.mass.edu or print and fax the form to 978-556-3169