NAIT OFFICE OF THE REGISTRAR

Prior Learning Assessment & Recognition (PLAR) Application

Personal Information (Please Print)

Last Name:	First Name:	Middle Name:
NAIT Student ID:	**MyNAIT Portal Email Address:**	**Phone:**
NAIT Program:		**Date:**

Request for Transfer Credit/Credential Recognition Processed Prior to PLAR Application ☐YES, ☐NO, ☐NOT APPLICABLE

PLAR Audit Meeting attended ☐	PLAR Fee(s) Paid ☐	Payment Receipt Attached ☐

PROGRAM USE ONLY: Check PLAR Audit meeting section completed (if no, return application)

1. **CREDIT PROGRAM: YES ☐Candidate has been accepted (matriculated/non-refundable tuition deposit paid). If no, return application)**

2. **NON CREDIT PROGRAM YES ☐ Candidate meets Non Credit submission requirements (if no, return application)**

3. **☐Confirmed PLAR Fee(s) Paid**

   If fee(s) shows as unpaid on Campus Community, return application to candidate and send Cash Office remove fee email within 10 days.

4. **☐Email sent to Candidate confirming receipt of request**

PLAR is requested for the following course(s):
(Note: The course information is to be completed by the candidate in consultation with NAIT Program Leader/Faculty)

NAIT Course Code	NAIT Course Title	PLAR Assessment Fee ($150 per course challenge)	PROGRAM USE ONLY: Expected Completion Date

Program Use Only: Fill out after PLAR Audit Meeting if recommending candidate proceeds. Retain Copy.

☐Met for PLAR Audit Meeting on: _____ ☐Copy of action plan provided to candidate

Faculty/Program: _____ Date: _____

☐I recommend that this candidate proceed with Prior Learning Assessment for:

Complete at PLAR Audit Meeting	Complete After Assessment	
NAIT Course Code:	Prior Learning Credit Granted: (See student file for details)	Assessed by:

☐Email sent to candidate confirming request has been processed   ☐Student Administration Updated