



Recognition of Prior Learning (RPL) Process Checklist

Name:

Date:

Check off each step as it applies to you during the RPL Process:

Applying to NAIT?

- ☐ Contact an advising centre representative in the Advising Centre for a general NAIT advising session. The advisor can also provide general [RPL information](#).
Contact 780-471-6248 to book an appointment or email AskNAIT@nait.ca
- ☐ Identify your goals and select a NAIT program of study.
- ☐ Gather all documents required to apply to NAIT such as transcripts, Proof of English Language Proficiency (if required), Career Investigation Report (if required). See www.nait.ca under [Admissions](#) for further information.
- ☐ Submit your application online and pay the application fee. See www.nait.ca under [Admissions](#) for directions.
- ☐ Contact [NAIT Financial Aid](#) to discuss funding options and possible implications for funding if advanced credit is given.
- ☐ Find out more about [Transfer Credit/Credential Recognition](#) or [Prior Learning Assessment and Recognition \(PLAR\)](#).
- ☐ Go to the Program home pages (About the Program) and read more about Advanced Credit Options.
- ☐ Identify [program courses](#) that you are considering for possible advanced credit.
- ☐ Read the NAIT course outcomes that are linked to each course description. How do they match up with your education and training?
- ☐ If applicable, read the PLAR Fact Sheet and Candidate Guide (under Advanced Credit Options/PLAR) and complete the course Self-Audit.



Accepted to NAIT program (non-refundable tuition deposit paid):

Transfer Credit/Credential Recognition

☐ If applicable, complete *Request for Transfer Credit and Credential Recognition* form and follow the [How to Apply](#) steps. If you do not qualify for transfer credit, [Prior Learning Assessment and Recognition \(PLAR\)](#) may be an option.

PLAR

☐ Contact Program (see program Fact Sheet/Candidate Guide) and set up PLAR Audit Meeting with program leader to review self-audit and determine eligibility.

☐ Obtain approval from program leader to proceed with PLAR application. **If approval is not given, stop here and enrol in all required courses using your NAIT student portal.**

After approval to proceed with PLAR application:

- ☐ Develop action plan with program leader and gather required [*evidence](#)
- ☐ Complete *Request for PLAR* form
- ☐ Complete PLAR Payment form and submit [PLAR fees](#) to NAIT Cash Office
- ☐ Submit PLAR application form to program area
- ☐ Follow PLAR action plan steps.
- ☐ Participate in PLAR challenge assessment facilitated by Program expert.

Advanced Credit Results (Your request will be reviewed within 6 weeks of receiving your completed PLAR application package. You will receive an email when the assessment is complete.)

☐ Check student portal for credit granted under MyAcademics>Advanced Credit.

Questions?

☐ Refer any questions regarding the assessment to the program leader.
If applicable, [appeal process](#) available.



***Having trouble with gathering evidence for your PLAR challenge?**

Here are some suggestions that may help you with the reflection, explanation and identification of evidence:

Do I have at least 5 years of related work experience?

- Think about what your role was, what you learned from this work and how what you learned may relate to the course outcomes.
- You may want to collect job descriptions, performance evaluations, reference letters, awards, verification letters, and samples of work.
- Develop a detailed resume.

Do I have any related experience gained through volunteer or leisure activities?

- Write down a list of the volunteer work or leisure activities you have experience with. Make a timeline to organize them. List the skills, knowledge and attitudes you have gained.
- You may want to collect job descriptions, performance evaluations, reference letters, awards, verification letters, and samples of work.
- Include any volunteer work in your resume.

Have I taken any related courses or workshops at work or on my own?

- You may want to provide transcripts with your non-credit courses listed or a list of courses/workshops taken through work.
- Collect any course/workshop outlines.
- List what you learned.
- You may want to collect samples of any finished work.

Do I have other life experiences that relate to my field of work/NAIT program?

- Make a list of the experiences you have had. You could use a timeline to organize them.

Am I a member of any related professional associations?

- List the associations
- Write down how membership has been of benefit to you in your career.

Do I take advantage of opportunities to grow in my profession?

- List what you've done to grow in your profession. Think about how each experience helped you to grow.

After reading the NAIT course descriptions/outcomes, do I think: "I've done this type of work before?" Or "I feel comfortable that I already know how to do these things well."

Have I talked with a NAIT program staff member or an advisor for more information?

Need some tools to help you in the reflection, explanation and identification of evidence?

- Develop a detailed chronological resume
- Create a list or timeline of the important learning moments in your life. Think about what you learned.
- Use this to create a personal narrative or story about your life.
- Write down all the knowledge, skills and attitudes required for each of the important jobs or roles you've held in your life. This will help you to identify what you have learned from these experiences. Then reflect on how your knowledge, skills and attitudes relate to the outcomes listed for the NAIT course you are planning to challenge.
- Create a portfolio of your learning including your resume, letters from employers, samples of work, your personal narrative, etc.
- You may also find the following websites useful:
 - www.alis.alberta.ca (Career planning, occupational information, education planning, education financing, work search, etc.)
 - www.nait.ca (NAIT programs and courses, Admissions, Student Services, etc.)
 - <http://recognitionforlearning.ca/> (Resources for Adults)