



PRIOR LEARNING ASSESSMENT FORM

Student name:

PROGRAM:

Phone Number:

Email:

Prior Learning Assessment recognizes the coursework and/or work experience you bring to your program at CCBC. Your work experience and/or previous coursework must be **equivalent** to the current program's learning outcomes in order to be considered for advanced credit.

Work Experience (Example - Worked as a Medical Office Administrator or an Education Assistant)

A pay stub or letter of employment must be attached to this form to claim credit for a practicum. In the box below, list all documents you are submitting and provide a brief description of your request for advanced credit to have your practicum waived.

Course Work

A transcript must be attached to this form to request credit for previously completed coursework. In the space below, please list all documents you are submitting and provide a brief description of your request for advanced credit in the program.

The Prior Learning Assessment fee is \$100 and is non-refundable. Payment may be made by e-transfer to payments@coastalcollegeofbc.com. Please submit all required documentation to practicum@coastalcollegeofbc.com. Once payment and documentation have been received, your assessment will be completed and returned within five business days.

If you would like personalized guidance, you are welcome to speak directly with an Academic Advisor at Coastal College of British Columbia. Advisors are available Monday to Friday, 8:00 a.m. to 4:00 p.m. (PST). Please note that the reception switchboard is closed on weekends and statutory holidays.

Here to help!

Office of the Registrar

Assessment completed by:

Date: