

Attachment A



MEDICINE HAT COLLEGE  
299 COLLEGE DR SE  
MEDICINE HAT, AB T1A 3Y6  
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# Prior Learning Assessment and Recognition Application

STUDENT ID # \_\_\_\_\_

**STUDENT INFORMATION**

LAST NAME	FIRST NAME	MIDDLE INITIAL
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**PROGRAM INFORMATION**

PROGRAM	
COURSE NUMBER	COURSE NAME

I understand the process, expectations and cost of Prior Learning Assessment and Recognition as outlined in the Medicine Hat College calendar. I am aware that application, and payment of PLAR fees do not guarantee I will receive credit for the above course.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Potential assessment method (to be filled in by PLAR Assessor):

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Agreed upon assessment start date: \_\_\_\_\_

I have consulted with the above student and reviewed the submitted documentation. I feel he/she is sufficiently prepared to undertake the work necessary to undertake a Prior Learning Assessment and Recognition evaluation.

PLAR Assessor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I HAVE/HAVE NOT accepted the recommendation of the PLAR Assessor in the above PLAR application (please circle one).

Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only	Date received: _____	Received by: _____	Student Registered and notified: _____
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**Attachment A**  
**Medicine Hat College**  
**Prior Learning Assessment and Recognition (PLAR) Process**

ASSESSMENTS ARE ONLY CONSIDERED FOR STUDENTS WHO HAVE BEEN ACCEPTED INTO A PROGRAM TO WHICH A MEDICINE HAT COLLEGE CREDENTIAL IS AWARDED (I.E. CERTIFICATE, DIPLOMA, APPLIED DEGREE).

If a student would like to apply for credit for prior learning, the process is as follows:

1. Student contacts and arranges a meeting with the Articulation and PLAR Coordinator to discuss expectations and requirements. Together the student and Articulation and PLAR Coordinator will discuss the student's prior informal and non-formal learning experiences in order to determine if PLAR is an option in addition to discussing the timelines, requirements, and expectations of the PLAR process.
2. If it is determined that PLAR may be a possibility for the student, the Articulation and PLAR Coordinator will contact the appropriate Program Coordinator to identify the appropriate PLAR Assessor. Once the appropriate Assessor is identified, the Articulation and PLAR Coordinator will discuss the PLAR with the Assessor in order to ensure that at the initial meeting adequate rationale to support and inform the PLAR was collected.
3. The Articulation and PLAR Coordinator will arrange a meeting (either in-person, on the telephone, or virtually) between the PLAR Assessor and the student. It is at this meeting that the PLAR Assessor and student will discuss the assessment process, determine the timelines for all assessment(s), as well as further steps required in order for the assessment to be completed. It is at this time that the PLAR application is completed and submitted to the Articulation and PLAR Coordinator.
4. Upon receipt of the approved form, the Articulation and PLAR Coordinator facilitates registration into the PLAR section of the course. Fees are assessed (tuition assigned to a PLAR section is one-half of the regular tuition rate); be sure to pay fees by the payment deadline. Once registration is complete, both the student and PLAR Assessor are notified via email.
5. Student begins assessment preparation as discussed with the PLAR Assessor.
6. The PLAR Assessor, and/or relevant instructor, carries out the assessment.
7. Upon completion of the assessment, a grade is assigned and submitted via the staff portal. This grade will be recorded on the student transcript.
8. Students are only permitted one attempt at PLAR for a specific course.

**Application and payment of assessment fees DOES NOT guarantee you will receive credit for the course(s) to which you apply.**

*The personal information requested on this form is collected under the authority of the Post-secondary Learning Act and Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. The information collected will only be used for the purposes of delivery and administration of educational training and services. Questions concerning the collection, use or disposal of this information should be directed to the FOIP Coordinator, Medicine Hat College, 299 College Drive SE, Medicine Hat, AB, T1A3Y6, or 403-529-3800 or foip@mhc.ab.ca.*