



California Community Colleges

Credit for Prior Learning Certification

Certification Overview

In accordance with title 5 Credit for Prior Learning (CPL) policy regulation § 55050 (n), districts must submit to the CCCCCO by December 31, 2020, a written certification to confirm adoption and implementation of CPL policies required per § 55050. This form provides an online certification process for districts and a method of the collection of the policy certifications from districts.

Please complete each item listed below and the certification section at the end of this survey form. Completion of the certification section confirms compliance with applicable policy and form submission to the Chancellor's Office (CCCCO). This form will ask you to confirm that all required elements of the regulations have been included in the local CPL policy and the corresponding procedures. Please review those elements before proceeding. If there are any elements for which you cannot answer in the affirmative, your CPL policy and/or procedures are in need of revisions. Please come back to this form when you are able to certify that your CPL policy and procedures meet all of the required elements.

The form contains a "Save and Continue" button located at the top of each page. In order to save information on a specific page you must advance to the next page and click the "Save and Continue" button. Follow the instructions on the screen.

Please contact CPL Specialist Chantee Guiney if you have questions (email: cguiney@cccco.edu).

1) Please enter today's date

DISTRICT CPL CONTACT INFORMATION

CPL Contacts Page: This page collects information on the credit for prior learning (CPL) point of contact. Please list the name(s) of the CPL point of contact with their: title, district, and email address.

2) CPL Contact Information

First Name*:

Last Name*:

Title*:

District Name*:

Email Address*:

Phone Number*:

Mobile Phone (optional):

POLICY COMPLIANCE REQUIREMENTS

This section addresses information about CPL policy compliance for districts.

This question pertains to title 5 section 55050 (a)

3) Has the district governing board adopted and published policies pertaining to credit for prior learning?*

- Yes
- No

This question pertains to title 5 section 55050 (a)

Procedures for students to attain credit for prior learning shall include, but not be limited to:

- credit by examination,
- evaluation of Joint Services Transcripts (JST),
- evaluation of student created portfolios,
- evaluation of industry-recognized credential documentation, and
- standardized exams

4) Does the local CPL policy include a provision that is in compliance with this requirement?*

- Yes
- No

This question pertains to title 5 section 55050 (a)

5) Are the policies transparent and accessible to all stakeholders and published in the catalog, an addendum, or the next catalog publication if immediate publication is not possible? *

- Yes
- No

This question pertains to title 5 section 55050 (b)

For purposes of CPL policy requirements, “assessment” means the process that faculty undertake with a student to ensure the student demonstrates sufficient mastery of the course outcomes as set forth in the course outline of record.

6) Is there a process in-place for faculty to undertake assessment processes with students, to ensure the student demonstrates sufficient mastery of the course outcomes as set forth in the course outline of record?*

- Yes
- No

This question pertains to title 5 section 55050 (c)

Note: The faculty may accept an assessment conducted at a location other than the community college for this purpose.

7) Is the nature and content of the prior learning assessment determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002?*

- Yes
- No

This question pertains to title 5 section 55050 (c)

8) Do faculty have purview to determine that the prior learning assessment adequately measures mastery of the course content as set forth in the course outline of record? *

- Yes
- No

This question pertains to title 5 section 55050 (d)

CPL must be tied to a course so that faculty can assess prior learning according to a course's student learning outcomes. If the college does not offer a course aligned with the student's learning, faculty can work with faculty at another college on the assessment or refer the student to another college for assessment. Faculty must grant credit first in General Education (GE) or program areas, and grant credit in electives only as a last resort. This ensures that the credits help advance students towards certificates or degrees.

9) Is credit awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college? *

- Yes
- No

This question pertains to title 5 section 55050 (d)

10) Do CPL decisions on credit granted consider the credit recommendations of the American Council on Education (ACE), pursuant to the provisions of statute 66025.71 of the California Education Code?*

- Yes
- No

This question pertains to title 5 section 55050 (d)

In accordance with the provisions of title 5, section 55050 (d), upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to:

- California Intersegmental General Education Transfer Curriculum (IGETC),
- California State University General Education (CSUGE) Breadth,
- local community college general education requirements or requirements for a student's chosen program, or
- electives for students who do not require additional general education or program credits to meet their goals

11) Does local CPL policy include a provision that satisfies and aligns with the requirements of this section? *

- Yes
 - No
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POLICY COMPLIANCE REQUIREMENTS (CONTINUED)-PART 2

This is a continuation (Part 2) of the CPL policy compliance requirements

This question pertains to title 5 section 55050 (e) and draws a distinction between Credit by Exam and other methods of CPL assessment.

12) Does the determination to offer credit by examination rest solely on the discretion of the discipline faculty and is a separate examination conducted for each course for which credit is to be granted?*

- Yes
- No

This question pertains to title 5 section 55050 (e)

13) Does local CPL policy include a provision to ensure credit may be granted only to a student who is registered at the college and in good standing? *

- Yes
- No

This question pertains to title 5 section 55050 (f)

14) Does the local CPL policy include a provision to ensure student's academic record is clearly annotated to reflect that credit was earned by assessment of prior learning?*

- Yes
- No

This question pertains to title 5 section 55050 (g)

15) Is grading conducted in accordance with the regular grading system approved by the governing board pursuant to section 55023, with an exception that students shall be offered a “pass-no pass” option if that option is ordinarily available for the course?*

- Yes
- No

This question pertains to title 5 section 55050 (h)

16) Pursuant to the requirements of this section, does the local CPL policy include a provision to ensure the units for which credit is given is not counted in determining the 12 semester hours of credit in residence required for an associate degree?*

- Yes
- No

This question pertains to title 5 section 55050 (i)

A district may charge a student a fee for administering an examination pursuant to this section.

Assessment versus examination:

- Assessment can include a student developing a portfolio or completing a skills demonstration that is evaluated by faculty; evaluating a Joint Services Transcript; developing a “cross-walk” assessing the competencies a student achieved in a prior learning experience. Students cannot be charged a fee for these types of assessments (this includes standardized tests, such as Advanced Placement (AP), International Baccalaureate (IB), CLEP, Defense Language Proficiency Test, or others).
- Credit by examination is a process whereby discipline faculty administer a locally developed exam to determine whether a student can demonstrate sufficient mastery of the learning outcomes of that class. The college may charge a fee.

17) Does local CPL policy include a provision to ensure the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination? In determining applicable fees, districts are encouraged to carefully consider equity to ensure broad access to CPL.*

- Yes
- No

This question pertains to title 5 section 55050 (j)

The policies and procedures pursuant to this section shall require that a student, upon completion of their educational plan pursuant to California Education Code Section 78212, shall be referred to the college's appropriate authority for assessment of prior learning if the student:

- is a veteran or an active-duty member of the armed forces, or
- holds industry-recognized credentials, or
- requests credit for a course based on their prior learning

18) Does the local CPL policy include a provision that is in compliance with this requirement?*

- Yes
- No

This question pertains to title 5 section 55050 (k)

The policies for assessments adopted by the governing board of a community college shall offer students an opportunity to accept, decline, or appeal decisions related to the award of credit, and in cases of credit by exam, pursuant to sections 55021 and 55025.

19) Does the local CPL policy include a provision that is in compliance with this requirement?*

- Yes
- No

This question pertains to title 5 section 55050 (l)

The governing board of each community college district shall review the credit for prior learning policy every three years and report findings to the Chancellor's Office. Findings shall include data disaggregated by gender and race/ethnicity including:

- the number of students who received credit for prior learning,
- the number of credits awarded per student,
- retention and persistence rates of students earning credit for prior learning,
- completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and
- qualitative assessments by students of the policies and procedures.

20) Does local CPL policy implementation account for and ensure on-going compliance with this requirement?*

- Yes
- No

This question pertains to title 5 section 55050 (m)

The governing board of each community college district shall incorporate policies pursuant to section 55052 on College Board Advanced Placement examinations and any other districtwide policies governing the award of credit for prior learning to create a comprehensive credit for prior learning policy.

21) Does the local CPL policy fulfill the requirements of this clause?*

- Yes
 - No
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COMMENTS, OTHER SUPPORTING DOCUMENTATION, and DISTRICT CPL POLICY UPLOAD

This page is to provide optional comments, submit other optional supporting documentation, and to upload the district CPL policy.

22) Please provide any comments in the section below (a response is optional; e.g. clarification, etc)



23) Would you like to submit additional supporting documentation as an attachment?

- Yes
- No

24) You responded Yes to the previous question about having additional information that you wanted to upload.

You may upload up to three files of up to 10 Megabytes each.

 1 2 3

25) Would the district like to share notable and innovative local practices happening at your college(s) in credit for prior learning policy adoption and implementation? If so, please enter this information in the space below.

The Chancellor's Office (CCCCO) may contact the district for additional information.



26) Please upload the district CPL policy as a PDF document

*

You may upload up to two files of 10 Megabytes each.

 1 2

27) Is this a multi-college district?*

Yes

No

(1) type the applicable college, and (2) and provide the URL link to the college web page where the CPL policy is posted.

28) You indicated that this is not a multi-college district. Please place the name of the college in column one and the URL for the website where the CPL policy is located in column two.

	Name	URL where the CPL policy is located on the website
College Name	<input type="text"/>	<input type="text"/>

29) You answered that this is a multi-college district. How many colleges are in the district?*

- 2
- 3
- 4
- 5
- 9

Provide a URL link to the web page where the district CPL policy is posted: (1) type the applicable college, and (2) and provide the URL link to the college web page where the CPL policy is posted.

Certification Information Collection Page

This page collects information for the District CEO or their designee and for the Academic Senate President(s) or designee(s) to route for electronic signature via Adobe Sign to certify the college(s) CPL policy.

30) Please provide the name, title, email address, and contact telephone number for the college's Academic Senate President or their designee in the space below.

First Name:

Last Name:

Title:

Email Address:

Phone Number:

AS President Signature via Adobe Sign:

Adobe Sign Date for AS President :

31) Please provide the name, title, email address, and contact telephone number for the district President/Superintendent/Chancellor or their designee in the space below.

First Name:

Last Name:

Title:

Email Address:

Phone Number:

President/Superintendent/Chancellor Signature via Adobe Sign:

Adobe Sign Date for President/Superintendent/Chancellor:

CPL Submission Received

Thank you for completing the CPL Certification Form for the California Community Colleges Chancellor's Office.

It will be reviewed and if all elements are complete a pending approval notification will be sent under separate cover for electronic signature via Adobe Sign. The form will be sent to each Academic Senate President and President/Superintendent/Chancellor of the district listed. The Adobe Sign process is routed automatically to each signatory.

If the form is incomplete you will be sent a request for more information.