

SUBMISSION TYPE	SUPPORTING DOCUMENTATION	DOCUMENTATION OF CONTACT HOURS	DOCUMENTATION OF CONTENT	EVIDENCE OF STUDENT LEARNING
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SPONSORED PROFESSIONAL TRAINING									
<p><b>Formal structured college-level coursework taken in a non-collegiate setting, such as standardized trainings, certificate programs, or seminars, in areas related to Ashford University degree programs or coursework.</b></p> <hr/> <p>Fee: \$30 per credit hour assessed</p>	<p>Evidence of successful completion.</p> <hr/> <p>Completion examples:</p>	<p>Number of contact hours (how long you were in class) must be listed for each training topic or course</p> <hr/> <p>Each training must be a minimum of 15 hours</p> <hr/> <p>Note: Continuing Education Units (CEUs) are not standard units; documentation of actual clock hours or definition of CEU conversion is required.</p>	<p>Evidence of training content.</p> <hr/> <p>Training content examples:</p>	<p>Credit Rationale Paper (one page)</p> <hr/> <p>Summarization of training content and identification of specific learning outcomes</p> <p>Explanation of how training outcomes are equivalent to college-level outcomes</p> <p>Description of how you have applied what you learned from the training</p> <p>Description of how you will apply the training knowledge and your skills and abilities to future situations</p>					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #f2f2f2;">Transcript</td></tr> <tr><td style="background-color: #f2f2f2;">Certificate</td></tr> <tr><td style="background-color: #f2f2f2;">Employee Training Record</td></tr> <tr><td style="background-color: #f2f2f2;">Letter on company letterhead signed by appropriate official</td></tr> </table>		Transcript		Certificate	Employee Training Record	Letter on company letterhead signed by appropriate official	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #f2f2f2;">Syllabus</td></tr> <tr><td style="background-color: #f2f2f2;">Course description</td></tr> <tr><td style="background-color: #f2f2f2;">Training agenda</td></tr> <tr><td style="background-color: #f2f2f2;">Training Manual table of contents</td></tr> </table>	Syllabus
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EXPERIENTIAL ESSAY													
<p><b>Reflective/Research paper that demonstrates understanding of the experiential learning process by aligning personal experience with the learning outcomes of an Ashford University undergraduate course.</b></p> <hr/> <p>Must complete EXP 200: Fundamentals of Adult Learning (3 elective credits at undergraduate tuition)</p> <hr/> <p>Fee: \$125 per experiential essay assessed</p>	<p>One artifact (physical evidence of the learning) must be submitted with each experiential essay.</p> <hr/> <p>Artifact examples:</p>	<p>At least one year of experience related to the experiential essay topic is required.</p> <hr/> <p>Experience examples:</p>	<p>Selection of a three credit undergraduate course from Ashford University.</p> <hr/> <p>Six of the course learning outcomes must directly align with your experience</p>	<p>Experiential Essay (12 to 15 pages)</p> <hr/> <p>Describe and analyze specific experiences related to the six course learning outcomes</p> <p>Research and summarize the concepts, theories, and principles related to the learning outcomes</p> <p>Explain what you learned from both experience and research and how you will apply that knowledge to future situations</p>									
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Students must be fully admitted, successfully complete PSY 202, and satisfy the English proficiency requirement prior to applying for PLA credits. Students must be degree-seeking, undergraduate students and have room in their degree plan for PLA credits. Credit is awarded only in areas which fall within the regular curricular offerings of Ashford University. Students may apply up to 30 PLA credits toward degree completion for a Bachelor's program and up to 15 PLA credits toward an Associate of Arts program.

## ELIGIBILITY REQUIREMENTS

You are eligible for the PLA program if you meet the following requirements:

Undergraduate student
Fully matriculated
Degree-seeking
Successful completion of PSY 202
Satisfy English proficiency requirement
Have room in your degree plan for PLA credits

## BENEFITS

How You Benefit

Save valuable time and finish your degree faster
Save money – you’ll need fewer classes to obtain your degree
Satisfy prerequisites in your career path
Rely on a personal process that meets your specific needs
Receive validation for life-long learning
Increase your access to higher education

## PRIOR LEARNING ASSESSMENT CREDITS (PLA)

### Associate of Arts

A maximum of 46 credits of combined nontraditional learning and transfer credits may be accepted and applied toward the 64 credits required for an Associate of Arts degree. Of the 46 credits, a maximum of 15 PLA credits may be applied and a maximum of 15 other nontraditional credits may be applied.

### Bachelor of Arts

A maximum of 75 nontraditional credits may be applied toward degree completion in a Bachelor’s program. These 75 credits can be any combination of acceptable types of nontraditional credit with a maximum of 30 PLA credits.

In addition to PLA credits, nontraditional credits include National Credit Recommendations (ACE, PONSI, military) and National Testing Programs (AP, Berlitz, CLEP, DSST, Excelsior, IB, TECEP, UExcel).

## PRIOR LEARNING ASSESSMENT

EARN COLLEGE-LEVEL CREDIT FOR EXPERIENCE-BASED LEARNING.

PUT YOUR

TRAINING  
CERTIFICATES  
SEMINARS

TO WORK FOR YOU.

