



Application for Non-Traditional Credit

Name: _____
Address: _____
Telephone: _____

Athens State ID #: _____
Major: _____
Advisor: _____
Date: _____

Type of Credit applying for:

ADP: Portfolio - Prior Learning Assessment

Contact Director of Adult Degree Program for specific requirements.

Management of Technology: 1-22 semester hours of lower level credit

Technical Specialty _____ Hours Requested _____

Six years of successful, compensated, work experience required. Documentation must include:

1. A letter from employer/supervisor indicating dates of service, positions held, and job duties. Letter must be on company letterhead and must be signed and dated by supervisor or Human Resource representative.
2. An updated resume.
3. Additional documentation such as certifications, documentation of job requirements, performance reviews, etc.

BSED Technical Education (Area V): 19-39 semester hours of lower level credit

Technical Specialty _____ Hours Requested _____

Must indicate specific technical area you wish to establish through prior learning credit and provide documentation of at least 7 years of full time work experience in the specified area.

CE459 Advanced Career & Technical Specialty: 3-12 hours of upper level credit

Hours Requested _____

Credit awarded for advanced industrial or educational work experience (nonteaching) in the specialization area. No credit will be granted for work experience which does not exceed in advancement beyond the original level of training. Minimum of 10 documented contact hours = 1 credit hours. Documentation includes advanced certificates, special training, extended professional development, BIC hours, etc.

CE 469 Career and Technical Specialty: 3-6 hours of upper level credit

Hours Requested _____

Three semester hours of credit may be awarded for each year of documented vocational specialty teaching experience verified by the director or supervisor in respective school. A maximum of 6 semester hours of credit may be granted. This teaching experience must have been supervised and evaluated and must be from an accredited pre-school program, an approved military school, industrial or business school, proprietary school, or public career/technical school at either the secondary or post-secondary level. Documentation must include an official letter on school letter head from your direct supervisor stating the number of years of full time teaching experience.

Police Academy Training

Contact Advisor for specific requirements.

Other _____

Contact Advisor for specific requirements.

****There is a \$200 filing fee to apply for Non-Traditional Credit. This fee is charged for review and does not ensure that credit will be awarded.**

Submitted by: _____ Date: _____
Student Signature

_____ Date: _____
Faculty Advisor

Reviewed by ADP Director:

Date: _____

Signature: _____