



299 COLLEGE DR SE  
MEDICINE HAT, AB T1A  
3Y6 PHONE: 403.529.3811  
FAX: 403.504.3521

## Prior Learning Assessment and Recognition Application

### Protection of Privacy

The personal information collected through the Prior Learning Assessment and Recognition Application form is used for students to apply for prior learning for a course. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of this personal information please contact Associate Registrar at registration@mhc.ab.ca, Medicine Hat College.

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):


I have consulted with the above student and reviewed the submitted documentation. I feel they are sufficiently prepared to complete the work necessary to undertake a Prior Learning Assessment and Recognition evaluation.

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

Assessor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have accepted the recommendation of the PLAR Assessor in the above PLAR application.

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

Office Use Only

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

Received by: \_\_\_\_\_

Student Registered and notified: \_\_\_\_\_

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, one 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, the result is forwarded to the Articulation & PLAR Coordinator. A grade of "PL" is 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.**