

PRIOR LEARNING ASSESSMENT AND RECOGNITION APPLICATION
COMPLETE ONE FORM FOR EACH COURSE BEING CHALLENGED

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) INFORMATION AND PROCEDURE

Candidates who demonstrate learning acquired through practical experience that corresponds to a specific Humber College course may be granted PLAR credit in that course.

Transfer credits **may** be granted for courses taken at other academic institutions. Use the [Transfer Credit Application](#) form to apply for transfer credit.

Process for Prior Learning Assessment and Recognition

1. Obtain the course outline from the Academic School responsible for delivering the course.
2. Review the course outline to determine if your knowledge and skills match the course learning outcomes.
3. Collect documents that support your application for PLAR. These may include: your resume, a description of your experiences and learning that relate to the course being challenged, work samples, and letters of verification. Include a letter describing your experiences and the learning that relates to the course outline.
4. Complete the PLAR Application. You must submit one application form for every course you intend to challenge.
5. Submit the PLAR application form, any supporting documents (if required), and the required fees to the Office of the Registrar: Humber College, 205 Humber College Boulevard, Toronto, Ontario, M9W 5L7 (North campus) or 2 Colonel Samuel Smith Park Drive, Toronto, Ontario, M8V 4B6 (Lakeshore campus).
6. This form and supporting documents will be sent to the course assessor who may contact you to arrange for additional demonstration of learning (personal interview, test or demonstration).

PLEASE NOTE:

Academic credit will be granted if your prior learning experiences are considered equivalent (in both theory and practice) to the level expected from students enrolled in that course.

The assessment fee is **non-refundable**.

In order to verify documentation, the assessor may contact references or employers named in the portfolio or resume.

Apply early. Sufficient time is required for completion of the assessment and processing of paperwork before you are informed of the decision. The process can take up to four weeks to be completed.

A successful assessment will give the applicant academic credit in the specific course and will appear on the student record as a percentage grade or SAT (for satisfied).

Granting of credit for prior learning does not guarantee entry into a program of study. You must follow the normal admission procedure to gain admission into Humber College.

For more information visit Humber's [Transfer Options website](#)

Humber is committed to respecting your privacy and protecting your personal information. In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, R.S.O*

1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the *Ontario Colleges of Applied Arts and Technology Act, 2002*, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may be also contacted by ministry- or college-authorized third parties for your voluntary participation in surveys to evaluate student and graduate experience and outcomes. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Associate Vice President of Administrative Services, 205 Humber College Boulevard, Toronto, ON, M9W, 5L7, 416.675.6622. ext. 5509

Last Revised: November 28, 2019

Humber College North Campus
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Attn: Transfer Services

Humber College Lakeshore Campus
2 Colonel Samuel Smith Park Drive
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Attn: Transfer Services

Contact Us
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