

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

PERSONAL INFORMATION

\_\_\_\_\_  
 Student Number

\_\_\_\_\_  
 Program Name

\_\_\_\_\_  
 Last Name

\_\_\_\_\_  
 First Name

\_\_\_\_\_  
 Date of Birth (dd/mm/year)

Email Address: \_\_\_\_\_

PLAR Course Information:

Humber Course Name: \_\_\_\_\_ Humber Course Code: \_\_\_\_\_

CHECKLIST:

Please ensure you have completed all requirements listed below before submitting your application.

I have obtained the course outline and determined that the learning outcomes closely match my knowledge, skills, and abilities.

[Course Outlines - Humber Polytechnic](#)

I have spoken with the program coordinator. Name of Coordinator: \_\_\_\_\_

\*For elective, writing and math courses please speak to a Liberal Arts coordinator. Email [slas@humber.ca](mailto:slas@humber.ca)

\*If you have not spoken to a coordinator, please contact them before moving on to the next step.

Portfolio Applicants

I have attached my supporting documentation. (ex: resume, cover letter, work samples, description of experience etc.)

Challenge Exam Applicants

I understand that if I am granted a passing numerical grade, it will be recorded as my final grade in the course and will be calculated into my GPA.

All Applicants

I understand that the Ministry approved \$84 **per course** PLAR fee is **non-refundable** and will be posted to my student account.

I have read and understand the information on the next page of this form and agree to the conditions and requirements.

Signature of Applicant: \_\_\_\_\_

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

TO BE COMPLETED BY FACULTY – RESULT

Satisfied or \_\_\_\_\_%  
 Unsatisfied

Challenge Evaluation  
 Portfolio

\_\_\_\_\_  
 Assessor

\_\_\_\_\_  
 Associate Dean

\_\_\_\_\_  
 Date

COMMENTS: \_\_\_\_\_

## PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) INFORMATION AND PROCEDURE

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

Transfer credits **may** be granted for courses taken at other academic institutions. Please [click here](#) to review the Transfer Credit Process.

### Process for Prior Learning Assessment and Recognition

1. Obtain the course outline from the Academic Faculty responsible for delivering the course. You can use our [course outline database](#) to check for current outlines. If you do not see a course outline, please contact the Faculty directly.
2. Review the course learning outcomes to determine if your knowledge and skills match and whether you can provide evidence of meeting the competencies outlined.
3. Consult with the program coordinator for clarification and to help you with matching your experience to the course learning outcomes.
4. Prepare Documentation
  - Portfolio: 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.
  - Challenge Exam: Please submit the PLAR Application form and pay the appropriate fee. Once received, the course assessor will contact you to arrange for additional demonstration of learning (personal interview, test or demonstration).
5. Complete the PLAR Application. You must submit one application form for every course you intend to challenge. If you wish to apply for multiple PLAR in your program, please apply at the same time in order to avoid any delay.
6. You can submit your PLAR application and supporting documentations in the following methods:
  - Email: [transferoptions@humber.ca](mailto:transferoptions@humber.ca) (Preferred Method)
  - Mail: Attn: Office of the Registrar – Transfer Services, 205 Humber College Boulevard, Toronto, Ontario, M9W 5L7 (North campus) or 2 Colonel Samuel Smith Park Drive, Toronto, Ontario, M8V 4B6 (Lakeshore campus).
7. 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**. The fee will be posted to your student account. Please refer to [humber.ca/fees](http://humber.ca/fees) for payment options.

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 four to six 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 Polytechnic.

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

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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