

## ***Credit for Prior Learning (CPL) Guide: What is CPL and How to Start the Process?***

### ***What is Prior Learning?***

Learning does not only take place in the halls of academia. Adult learners bring to the classroom many years of learning through diverse experiences in life and in the workplace. Some of these experiences may be counted towards college level work through prior learning credits.

***Prior Learning*** is defined as documented college-level learning acquired through previous study or through non-classroom experiences. These experiences may include travel; volunteer work; independent acquisition of knowledge; participation in formal courses sponsored by associations, business, government, industry, the military and unions; and participation in certification programs and professional development courses. Only documented, college-level learning will be awarded college credit. Credit is granted for *learning* from experience, not for experience alone. Students must complete a minimum of 25 percent of the credits required for their degree in residence at Berkeley College.

### ***How can I earn Prior Learning Credits?***

- Challenge Examinations
- National Standardized Tests such as AP, CLEP, DANTES Subject Standardized Test (DSST), Excelsior College Examinations (ECE) and UExcel Exams.
- Military Training
- Police Academy Training
- Portfolio Evaluation
- Published Guides (such as the American Council on Education CREDIT program and the National College Credit Recommendation Service (National CCRS))

New students will be contacted by an admissions representative and continuing students will be contacted by an academic advisor to review the possibilities for credit recognition. They will also provide advice on the best method for assessment as well as the procedures to be followed.

The first step is to complete the LearningCounts Credit Predictor at <https://earncollegecredit.org/learningcounts/cp#/home> and provide the Predictor report to the Admissions Office (for applicants) or the Academic Advisor (for continuing students).

### **CREDIT BY CHALLENGE EXAMINATION**

Matriculated students can choose to take a Challenge Exam to demonstrate mastery of any course that is required by Berkeley College as part of a degree program. Challenge Exams are academically equivalent to the final exam for a course and require a passing grade of 80% or better. These exams are offered for students at all of our campus locations and may also be able to be administered at a remote location for our online students. Students work with Berkeley College's Department Chairs if appropriate and Academic Advisors to determine whether a Challenge Exam is the best option. Appropriate academic credit will be granted to students passing Challenge Exams upon recommendation of the

School Dean or Department Chair.

Credit for such courses will appear as “CE” on the student’s Berkeley College transcript and will not be included in the GPA calculation.

Students enrolled in Allied Health Certificate Programs will, in most instances, not be eligible to receive credit for prior learning due to accreditation issues. Students enrolled in the Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs should refer to their respective program-specific Student Handbook Supplement for additional information regarding credit for prior learning.

## **CREDIT BY NATIONAL STANDARDIZED TESTS**

Berkeley College grants credit as recommended by standard assessment guides, including NCCRS (National College Credit Recommendation Service), ACE (The American Council on Education); and DSST (DANTES Subject Standardized Test). The College also grants credit for acceptable scores on national standardized examinations including CLEP (College-Level Examination Program); ACT-PEP (American College Testing-Proficiency Examination Program); and for professional certification exams in the ACE exam guide. The academic advisor will advise students, review the possibilities for credit recognition, and determine the best method for assessment.

### **CLEP**

The College-Level Examination Program® (CLEP) developed and administered by The College Board, offers 33 exams in five subject areas, covering material taught in courses that are generally taken in the first two years of college. Exams are approximately 90 minutes long, with the exception of College Composition, which is 120 minutes. Exams contain mainly multiple-choice questions. College Composition and a few other exams contain other types of questions and essays.

## **CREDIT BY ADVANCED PLACEMENT EXAMINATION**

Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board will receive credit for those courses if they receive a score of 4 or more and are applicable to their program at Berkeley. Credit is transcribed as “CR” and is not part of the GPA calculation.

### **DSST EXAMS**

DSST offers 38 exams in college subject areas such as Social Sciences, Math, Applied Technology, Business, Physical Sciences and Humanities. The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) evaluated and recommended college credit for all 38 DSST exams. The exams are funded for active-duty military and their spouses and \$85 for non-military test takers. DSST exams are offered at more than 1,200 test centers nationwide.

## **CREDIT FOR MILITARY TRAINING**

The College will grant credit for those military service schools which have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education (ACE) as well as select military schools that have undergone institutional reviews in order to award additional credits not recommended by ACE.

Members of the armed forces currently on active duty should submit an AARTS, SMART or Coast Guard Institute transcript to receive credit. Air Force members should submit an official transcript from the Community College of the Air Force (CCAF) to receive credit.

Since 1950, a separation report has been identified as DD Form 214. Prior to 1950, Army and Air Force veterans were issued a Separation Qualification Record; Navy and Coast Guard veterans were issued a Notice of Separation; Marine Corps veterans were issued a Report of Separation. A notarized photocopy of the original separation report should be submitted to the College. Students should not submit the original. Students unable to locate the original separation report can request a copy from The National Personnel Records Center, Military Personnel Records, 9700 Page Blvd., St. Louis, MO 63132, and forward it with the cover form from the National Personnel Records Center to the College. Members of the reserves or National Guard should contact their units for any necessary documentation.

## **CREDIT FOR POLICE ACADEMY TRAINING**

### **Police Academy Transfer Credit Policy:**

#### **Transfer credit requirements:**

To be awarded Berkeley College credit toward degree requirements in its Justice Studies programs, students must submit evidence of satisfactory completion of training at an accredited police academy, including but not limited to the New Jersey State Police Academy, New Jersey Police Training Commission, New York City Department Police Academy, Pennsylvania ACT 120 and the Port of Authority of New York and New Jersey Police Academy.

#### **Students will receive the following credits:**

- 3 credits – JUS1100 Introduction to Justice Studies
- 3 credits – JUS1110 Communication Skills for Justice Professionals
- 3 credits – JUS2201 Criminal Procedure
- 3 credits – JUS2205 Criminal Law
- 3 credits - JUS2210 Community Relations and the Police
- 3 credits – JUS2255 Computer Applications in Criminal Justice
- 3 credits – JUS2293 Internship

**(Proof of current employment in law enforcement for a minimum of three months required)**

For New Jersey law enforcement officers, credits should be awarded as follows:

**Basic Course for Police officers:** all courses above (18 credits) and JUS2293 if proof of employment provided

**Basic Course for County Corrections Officers:** all courses above (18 credits) and JUS2293 if proof of employment provided

**Basic Course for Class II officers:** JUS1100, JUS1110, JUS2210, JUS2255 and JUS2293, if proof of employment provided

**Class I officers, School Safety offices, Auxiliary police officers, Community police officers, Explorer police officers:** No credits

For New York City law enforcement officers, all courses above (18 credits) should be awarded for the Recruit Academic Program (formerly known as Student Officer Training Program) and JUS 2293 if proof of employment is provided. Additional information can be found at [www.nationalccrs.org/organizations/new-york-city-police](http://www.nationalccrs.org/organizations/new-york-city-police).

**School Safety Recruit Training:** No credits

## **PORTFOLIO DEVELOPMENT AND ASSESSMENT**

Many adults have acquired learning outside of the classroom simply from life experience through work, volunteer activities, and online study. In some cases, that learning is college level and can earn college credit. In that case, students may develop a portfolio to document learning that took place in settings other than a formal classroom.

A successful prior learning student has significant learning gained through work experience and training; understands the time commitment involved in building a portfolio; has selected the portfolio development course with advising assistance; has strong writing skills; has access to a computer with Internet access; and is a good candidate for online learning.

### **ELIGIBILITY REQUIREMENTS**

- Only matriculated Berkeley College students are eligible to participate in Prior Learning evaluations. Students interested in the portfolio process must have successfully completed ENG1105 and ENG2205, or the equivalent and completed the non-credit online Road to Success.

### **PROCEDURES FOR A PORTFOLIO**

- To begin the process, students must complete the LearningCounts Credit Predictor at <https://earncollegetcredit.org/learningcounts/cp#/home>
- Students meet with their Academic Advisor and provide the Predictor report to the Academic

Advisor to determine whether portfolio development is the preferred method of gaining credit for prior learning.

- Students must also meet with the department chair for final approval.
- Should it be determined that portfolio development is the preferred method for credit for prior learning and eligibility requirements have been met, students are enrolled in the Prior Learning Portfolio Development course, PLA1100 Prior Learning Theory and Practice, a three semester credit, six week accelerated online course.
  - Students who are successful in this course will receive a grade of “P” and the credits may be applied towards a Liberal Arts elective. This course is offered in cooperation with the Council on Advanced Experiential Learning (CAEL)’s LearningCounts. Information on Learning Counts is available at <http://www.youtube.com/watch?v=LyWNNXgeGOE>.
- All portfolio review and credit recommendations are made by CAEL faculty reviewers.
- Students may submit additional portfolios after successful completion of the prior learning course at a fee of \$125.00 per portfolio.

### **REQUIRED ELEMENTS OF A PORTFOLIO**

Portfolios must minimally contain/reflect the following:

- 1) A narrative that describes and explains the prior learning that has taken place;
- 2) Documentation of learning arranged chronologically to show developmental progress, or by subject matter to show achievement in a particular skill or topic;
- 3) College-level learning that corresponds to a particular Berkeley College course for the awarding of the college credits sought;
- 4) An autobiography;
- 5) A resume;
- 6) Transcripts or proof of attendance at professional schools or training programs (if applicable); and
- 7) Any other relevant documents of support.

Some examples of college level learning and supporting documentation are set forth below:

Work experience  
Education  
Trade schools  
Specialized training programs  
Non-credited training programs  
Societal and Community activities Membership in Organizations  
Political office or other activities  
Volunteer Work  
Military experience  
Travel experience  
Hobbies, special interests, sports  
Publications, reports  
Other experiences through which significant learning was accomplished

**NOT A GUARANTEE**

Submission of a portfolio is not a guarantee that credit(s) will be awarded. Credit recommendations are made solely by the CAEL faculty reviewer. Student challenges to the evaluation of credits through the portfolio process will be reviewed by the Associate Provost. Challenges should be submitted in writing to the Associate Provost within 30 days of notification of portfolio evaluation.

***FOR FURTHER INFORMATION, PLEASE CONTACT:***

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