

Applied Sciences Portfolio PLA Template

Learning Claim Application

Student Name/ID:
<p>Circle One: Associate Degree Certificate</p> <p><i>Enter your possible programs here</i></p> <p><input type="checkbox"/> <i>Other, Please list here:</i> _____</p>
(Program Name) Credits Completed and Applied to the Degree or Certificate Program:
General Education Credits Completed:
How many (Program Name) credits are you seeking with this Learning Claim:
Advisor Approval Signature:
Advisor Approval Expiration Date:
<p><i>I understand that I am applying for credit for the knowledge and skills I have learned outside of the traditional college classroom. I will make a case for awarding credit to me by demonstrating my skills, describing how I learned them, and providing documentation (such as work samples, letter of verification from a supervisor or expert, a video, or other evidence of my college-level knowledge and skills). Credit is not guaranteed. I have talked with an academic advisor to make sure my request does not duplicate other courses I may have taken or will take as part of my program of study.</i></p> <p><i>By signing here, I am acknowledging that I have read the above paragraph and that I understand that all of my work must be my own in keeping with the Academic Honesty policy. I also recognize that my work will be checked for plagiarism by turnitin.com or other plagiarism detection software.</i></p>
Student Signature:
Date:

PART 1 – Employment/Work Experience

Are you currently employed? YES NO

If YES – Enter **Job Title** here, along with a brief description of your responsibilities, or upload your job description or resume here.

➤ How many years have you been working in this field?

➤ What is your immediate employment goal?

➤ What is your long-term employment goal?

If NO—Enter **Job Title** here for your previous position, along with a brief description of your responsibilities or upload your resume here.

➤ How many years of experience do you have?

➤ What is your immediate employment goal?

➤ What is your long-term employment goal?

Do you hold any current/valid Certifications or Licenses?

List certifications here that already carry ACE or NCCRS credit recommendations or that have already been evaluated by CCCS faculty and approved for credit.

- Do you have any (Program related) certifications?
- Did you receive any (Program related) training and experience in the military?

Have you completed or are you close to completing an apprenticeship? NO If YES, please check appropriate box below:

- Four-Year Apprenticeship Program
- Minimum of Two Years into Apprenticeship content completion

If yes, for what trade/skill?

Part 2 – Education Plan

Do you plan to eventually earn a bachelor’s degree?

- If YES, please list the name of the college or university here:

When do you expect to complete your associate degree or certificate program?

- 2015/2016 Academic Year
- 2016/2017 Academic Year
- 2017/2018 Academic Year
- 2018/2019 Academic Year
- 2019/2020 Academic Year
- 2020/2021 Academic Year
- Uncertain

Are you in the U.S. Military?

- Branch
- Occupation/Specialty
- Special Schools or Training

Are you a Military Veteran?

- Branch
- Rank at Retirement
- Occupation Specialty
- Special Schools or Training

Part 3 – Course Selection

Please list the course or courses for which you are seeking credit, based upon your learning from work experience, hobbies, self-directed learning, continuing noncredit education, or other learning sources. * Information about CCNS courses by clicking [here](#).

CCCS Course Number	CCCS Course Name	Course Description and/or upload Course Competencies here	Basis for the Credit Claim	Documentation or Demonstration
Course #1 MAC 101	Course Title Introduction to Machine Shop	Covers safety procedures, use of bench tools, lay out tools, power saws, drill presses, precision measurement tools, and various hand tools related to the machine shop. Also included are sharpening drill bits and general purpose turning tools for the lathe and determining speeds and feeds for both the lathe and the milling machine.	Such as work experience Work Experience and/or Training, including military training	Choose from Written Portfolio or Demonstrate the Skill or Challenge Exam Requires a written challenge exam and practical demonstration
Course #2				
Course #3				
Course #4				

Part 4 -- Student's Case for Credit*

* Faculty must fill in/agree with Documentation/demonstration choices

Student needs to list all of the competencies from the course syllabus. Ideally, these would load automatically from an Advanced Manufacturing Course database. However, it could be done manually.	Student compiles information for every competency in the course description.	Student provides accompanying documentation or does a demonstration for every competency. Competencies can be combined in the documentation if appropriate.
Course #1	Student Narrative	Student Demonstration or Documentation
Student types in the competencies as per the CCNS Course Description	Student describes how s/he attained this competency here. If a demonstration or course challenge exam will accompany this narrative, then it can be brief. In the MAC example, a Narrative is not necessary	The student will take a Challenge Exam for Competencies I, V, VI, VII, VIII, IX, XI, XII, and XIII. Upon successful passing of the Challenge Exam, the student is eligible for the Practical Demonstration covering Competencies II, III, IV, and X.
Competency #I Demonstrate effective shop safety skills.	N.A.	Covered in Challenge Exam
Competency #II Perform basic shop measurements.	N.A.	Practical Demonstration

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Competency #III Explain the operation of shop measuring equipment.	N.A.	Practical Demonstration
Competency #IV Discuss layout tools and procedures.	N.A.	Covered in Challenge Exam
Competency #V Explain the purpose and operation of hand and bench tools	N.A.	Covered in Challenge Exam
Competency #VI and #VII Demonstrate knowledge and understanding of cutter geometry and purpose of cutting fluids.	N.A.	Covered in Challenge Exam
Competency #VIII Explain the purpose, use, and operation of metal cutting saws.	N.A.	Covered in Challenge Exam
Competency #IX Explain the purpose, use, and operation of drilling machines.	N.A.	Covered in Challenge Exam
Competency #X Demonstrate the process for sharpening drills.	N.A.	Practical Demonstration
Competency #XI Explain the purpose, use, and operation of lathes.	N.A.	Covered in Challenge Exam
Competency #XII Explain the purpose, use, and operation of milling machines	N.A.	Covered in Challenge Exam
Competency #XIII Calculate speeds and feeds for the lathe and milling machines.	N.A.	Covered in Challenge Exam

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