

**SALT LAKE COMMUNITY COLLEGE
SCHOOL OF APPLIED TECHNOLOGY TESTING CENTER
PRIOR LEARNING ASSESSMENT**

Prior Learning Assessment (PLA) is a process for evaluating prior learned knowledge in order to award recognition. Recognition of Prior Learning Assessment (PLA) can be awarded to adult learners, military service members and national certified professionals. This is an excellent alternative pathway to start and or continue higher education.

How to Get the Recognition You Deserve?

The School of Applied Technology Testing (SAT) Center provides review of PLA for its various programs to include, Medical Coding and Billing, Electronics and Business Office Technology. The methods for which recognition can be achieved is by successfully passing a challenge exam or provide satisfactory proof of an approved national certification.

Step 1: Visit or call the SAT Testing Center at the South City Campus at:
1575 South State Street, Salt Lake City, Utah.84115
Room 1-161 A
Point of Contact: Rosie Summerhays
801-957-3332
Rosie.Summerhays@slcc.edu
PLA@slcc.edu

Step 2: Meet or speak to Rosie Summerhays for an initial conversation on possible PLA review.

Step 3: Provide required documentation for PLA review and or review challenge exam information with Rosie Summerhays.

Step 4: Receive notification of review within 10 working days from the drop off date. If not all required documentation is provided, it will be stated on the emailed and mailed notification.

How to Get Started?

In order to be considered for PLA review, any potential student must first fill out the Admissions Application and pay \$40.00. Make an appointment or speak to a college advisor to narrow down the desired program and be assigned a student number.

Where Can I Find PLA Information Online?

Salt Lake Community College has a section on PLA under the School of Applied Technology, **Testing Services**. Link: <http://www.slcc.edu/SAT/testing-services/pla.aspx>

Internal Use Only

Procedure for Challenge Examination:

1. Any student interested in demonstrating his/her knowledge by passing an SAT Challenge Exam needs to be advised first if the exam is required for the chosen program, cost involved, process and if financial aid will be affected by it.
2. The student needs to let advising know they are choosing to take an SAT Challenge Exam. The advisor will then fill out and submit to SAT Testing the SAT Challenge Exam Referral form.
3. The student calls the SAT Testing Center to make an appointment for testing.
4. Student pays and takes the challenge exam.
5. Unofficial results are emailed/mailed out in 5 working days to student and advisor if known.
6. The course award request is emailed to Carrie Riley, Gay Bryant and advisor if known, to be recorded in student's transcript within 5 working days of testing only to those that successfully pass.
7. The information is entered in the Google Drive spreadsheet for advising to review if needed.

Note: All challenge examinations are \$50 each and can only be taken one time.

Procedure for National Certification:

1. Any student interested in demonstrating his/her knowledge by providing evidence of national certification needs to be advised first if it's required for the chosen program, cost involved, process and if financial aid will be affected by it.
2. The student then needs to speak/see Rosie Summerhays to know what documentation is required to bring.
3. The student needs to provide required documentation to Rosie Summerhays.
4. Rosie Summerhays reviews the required documentation and provides written proof of review, i.e. course waived as a result of national certification or certification unable to fulfill requirement with an explanation.
5. The course award request is emailed to Carrie Riley, Gay Bryant and advisor if known, to be recorded in student's transcript.

Note: All National Certification reviews are free of charge to students.