NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

TEST OUT/CREDIT FOR PRIOR LEARNING FORM

Students who feel that they have gained knowledge and/or experience parallel to a particular course and are currently enrolled in a program leading to a diploma or degree are eligible to apply for Test Out or receive Credit for Prior Learning (CPL). A student may not test out or apply for CPL for a course which shows completed on the student's transcript.

The Test Out/CPL Form must be submitted to the registrar's office as early as time of registration, but no later than the 5th day of the enrolled semester. Credits earned through test out may not transfer to other institutions.

Last Name	First Name	MI	Star ID/Student ID
Date of Request	Program/Major/Degree		Telephone Number

Section I – Registrar's office verifies student is currently enrolled at NCTC and in good academic standing.

_____
Registrar's Office Signature Date

Section II – I, the instructor, agree to administer an examination for credit for the following course:

Course Number	Course Title	Credits LEC / LAB / OJT / /

_____
Instructor Signature Date

Sections 1 and 2 MUST be complete before proceeding to section 3.

Fee: $100 per lecture credit
$150 per lab/OJT credit

Section III – Student brings form to the bookstore or business office for payment. **TOTAL = $** _____

_____ _____
Student Signature Date Bookstore Signature Date

Section IV – Instructor completes and submits to the registrar's office.

_____ _____ _____
Instructor Signature Date Date of Examination Grade (Credit or No Credit)

Section V – Registrar's office records credit and routes to academic affairs.

Credit Recorded: _____Yes _____No

_____
Registrar's Office Signature Date

Section VI – Supervising Dean signs and routes to Academic Affairs Coordinator for payment to instructor.

_____
Supervising Dean's Signature Date

Northland Community and Technical College is an affirmative action, equal opportunity employer and educator.
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