

**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:

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u> LEC / LAB / OJT / /
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\_\_\_\_\_  
Instructor Signature Date

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

Fee: \$25 per lecture credit  
\$50 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