

# Credit For Prior Learning

## Quick Reference Sheet

SANTA MONICA COLLEGE CPL WEBSITE: [HTTPS://WWW.SMC.EDU/CPL](https://www.smc.edu/cpl)

Students who have training and learning gained outside of the classroom may receive college credits for experiences, including but not limited to Military training, Industry training, State/Federal government training, Apprenticeships, internships, validated volunteer and civic activities (e.g. Peace Corps)

### GUIDING COUNSELING QUESTIONS

- What are the student's educational and/or career objectives?
- Planning on pursuing an AS degree, Certificate and/or transfer to a university?
  - (UC will only accept Credit by Exam (CBE) method of assessment)
- Does the student have any industry certifications
- Does the student have a Joint Service Transcript (JST) that has training that could potentially earn credit for major requirements?

### COUNSELOR TO DO

- Review **CPL website** to see if the courses you are considering are already approved for CPL and listed under the CPL course list (<https://www.smc.edu/cpl/course-list.php>)
- Identify specific courses that the student may qualify for Credit for Prior Learning
- Advise the student with an education plan
- Review the CPL process with the student
- Military students, please meet with one of our Veteran's counselors:  
[Sandoval\\_Christina@smc.edu](mailto:Sandoval_Christina@smc.edu) or [Gonzalez\\_Krysten@smc.edu](mailto:Gonzalez_Krysten@smc.edu)

### COUNSELOR ACTION

#### I. If the course is already approved

- Discuss the CPL process with the student
- Review and submit the student **petition form** under CPL resources > CPL Counselor Resources > Student Petition Form (Counselor needs to submit the form, not the student)

#### II. Potential courses that the student may qualify for, but it hasn't yet been approved for CPL

- Identify potential courses that would match to experience
- Attach course description or relevant documents for work or learning experience
- Encourage the student to submit the CPL interest form on the [www.smc.edu/cpl](http://www.smc.edu/cpl)
- Inform the student that it takes a minimum of a semester to get a course approved and follow up will be required the following semester
- Email CPL Faculty Lead at [cpl@smc.edu](mailto:cpl@smc.edu) as a "warm hand off" to connect student to next steps

\*Adopted from Palomar College