

## Faculty Credit for Prior Learning (CPL) Checklist

1. Review the [Santa Monica CPL website](#) and the resources to familiarize yourself with CPL.
2. Contact the CPL Coordinator at [cpl@smc.edu](mailto:cpl@smc.edu)
3. Meet with the CPL Coordinator to:
  - Evaluate the course(s) using a CPL Inventory/Crosswalk spreadsheet (provided by the coordinator).
  - Determine the method(s) of assessment that best suits this course.
4. If you determine that the course is a great fit for CPL, inform your department Chair and colleagues and include them in the conversation.
5. If Portfolio Review or Credit by Exam is a method of assessment for your course, collaborate with at least one other faculty discipline expert to develop a rubric or exam.
6. If Industry Certification or Military Transcript is a method of assessment for your course, you will need to provide a copy of the certificate and/or military transcript information to the CPL Coordinator. The coordinator can also help you determine which military transcripts align with your course learning outcomes by using the [ACE \(American council on Education\)](#) website as a resource.
7. Once these steps have been completed, your assessment materials/methods will be reviewed to make sure they meet transfer eligibility requirements, and then a [CPL Eligibility Approval Form](#) will be signed by you, your Department Chair, the Articulation Officer and the CPL Coordinator. The link to the CPL Eligibility Approval form will require you to sign into Adobe sign
8. The CPL course will be added to the CPL Website.
9. The CPL Coordinator will take the next steps to provide any necessary materials to student services, for example, adding an industry certification or military transcript to our database.
10. Students will then be able to start their CPL process
  - a. Submit the CPL Student Petition form on the CPL website
  - b. Meet with the CPL counselor to create an education plan (required by Title 5)
  - c. Work with the discipline faculty if doing an exam or portfolio assessment
11. The exam will move through the CPL Student Petition workflow process.
12. Faculty will submit the grade for the exam or portfolio assessment to the Dept. Chair enters on the CPL petition form.
13. The student will accept or decline the grade for the exam or portfolio in the CPL petition form.
14. If the student accepts the grade, the Admissions and Records adds grade to transcript
15. Records will post the Industry Certificate or Military Transcript credit to the student's transcript. This grade will then show on the student's transcript as prior learning assessment, with the method of assessment clearly annotated.