



PRIOR LEARNING ASSESSMENT (PLA)

Application Form

Advanced standing may be granted to School of Continuing Studies (SCS) certificate candidates whose prior experience and/or formal learning demonstrates course material has been covered. To apply for advanced standing, complete this form and attach all supporting documents and the application fee for each course. Prior learning assessment applications are reviewed by instructors or academic program advisors. Processing time is approximately six weeks.

The decision reached is final: no appeals will be considered.

Prior Learning Assessment (excluding Creative Writing)

An application for advanced standing may be based on one or both of the following assessment categories.

A. Previous Education

Choose the course(s) from your previous education which most closely match the SCS course for which you are seeking advanced standing.

For each course, attach:

- Official transcript. Photocopies are not acceptable.
- The relevant course outline, including:
 - Course content
 - Number of course hours
 - Textbooks and reading materials
 - Grade weighting

If any of the above information is missing, your application will not be processed.

Note: Due to relevancy, courses taken through other institutions must have been completed within five years prior to this application.

B. Previous Experience

Attach:

- Resume
- Detailed supporting documentation
- Names and contact numbers of two references relating to your experience. References are for verification purposes only and may or may not be contacted.

Your documentation should show you have experience specific and equivalent to the SCS course description and learner outcomes in both scope and scale. It may include case studies, project summaries, personal portfolios and recommendations. References may or may not be contacted to confirm the information presented in your application.

Please do not send originals as we are unable to return any submitted documentation.

Prior Learning Assessment - Creative Writing

An application for advanced standing may be based on one or both of the following assessment categories:

A. Previous Education

If you have studied creative writing at other universities, submit:

- Official transcript. Photocopies are not acceptable.
- The relevant course outline, including:
 - Course content
 - Number of course hours
 - Textbooks/reading material
 - Grade weighting

B. Prior Work

You may submit a published book, or evidence of published work in magazines or journals. **Self-published books and writing published on the Internet are not applicable.** The script of a screenplay or play that has been produced can also be submitted.



**UNIVERSITY OF TORONTO
SCHOOL OF CONTINUING STUDIES**

Prior Learning Assessment Fee

\$156 per application.

The Prior Learning Assessment fee is non-refundable.

Course Details

Note below the SCS course(s) for which you are seeking advanced standing.

SCS Course Number	Course Title	PLA Basis A and/or B	PLA Fee
TOTAL DUE			

Please indicate the SCS certificate(s) you are pursuing:

Please note that not all certificate programs are eligible for a PLA or have a maximum number of PLAs that can be exempted. Please refer to the certificate description page on our website to determine what (if any) courses are eligible for a PLA.

Personal Details

Surname		Given Name	
Mailing Address	Number, Street	Suite	City
Province	Postal Code		Daytime Telephone Number
Fax Number	E-mail Address		

Payment Options

- Credit Card (Visa, Mastercard or Amex)

For security reasons our office will not ask applicants to provide their payment details directly on this form.

Once your application has been received you will be contacted by the Enrolment and Learner Services team with instructions on how to provide payment for this application.

Complete form and submit by:

In-Person

158 St. George Street
Reception

By Mail

Prior Learning Assessment
Enrolment and Learner Services
School of Continuing Studies
University of Toronto
158 St. George Street
Toronto, Ontario M5S 2V8

By Email

scs.learnerservices@utoronto.ca

Student's Signature _____ Date: _____