



PRIOR LEARNING ASSESSMENT (PLA)

Application Form

Advanced standing may be granted to 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 School of Continuing Studies 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

A non-refundable per course assessment fee of \$150 + HST 13% is required and should be submitted with this form at the time of application.

Course Details

Note below the SCS Courses for which you are seeking advanced standing.

SCS Course Number	Course Title	PLA Basis A and/or B	PLA Fee
		HST 13%	
		TOTAL DUE	




Please state below the certificate program you are working towards:

Personal Details

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

Payment Details

PAYMENT: Full payment must accompany this form. Please make cheques payable in Canadian funds to the University of Toronto.


 
 
 Cheque
 Money Order

Credit Card Number _____ Expiry Date _____ Name on Card _____

Signature of Cardholder _____ Date _____

Complete form and mail to:

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

Student's Signature _____ **Date:** _____