



LATI Awarding Credit Prior Learning (CPL) Handbook:

Credit for Prior Learning, CPL, is defined as credit granted for learning, that is usually experience-based, that has taken place before attending LATI. Transfer credit from other post-secondary or high school work is not covered here. This guide outlines the steps you need to take in order to explore your opportunities to receive credit for the things you already have learned.

LATI uses six methods to document and award CPL:

1. [Challenge Tests](#)
2. [Nationally Recognized Tests](#)
3. [ACE \(American Council for Education\) Recommended for Credit](#)
4. [Military Experience](#)
5. [Professional Certifications](#)
6. [Experienced-based Prior Learning](#)

[Special situations](#)

Challenge Tests

- **Challenge Tests (established “Test outs”):** The currently established LATI established challenge tests are for the following courses:
 - CSC 100 Computer Concepts (1 credit)
 - CIS 102 Windows Applications for Technicians. (3 credits)
 - ACCT 210 Principles of Accounting (1 credit)
 - MA 115 Medical Terminology (1.5 Credits)
 - Math 100 Basic Math (3 Credits)

| Step | Who | What to do |
|------|----------------------------|--|
| 1 | Student | Identify challenge test and register to take the test with the Registrar (in person or by telephone 605-882-5284 x 249 or 228). Pay the testing fee (\$50 per credit). |
| 2 | Student | Take test at the time and place as instructed by the Registrar. |
| 3 | Testing Center/ Proctor | Score test. Provide score to Registrar |
| 4 | Registrar | Verify Passing score. Post to student transcript. |

- **Challenge Tests (case-by-case):** If a student thinks that he/she has an adequate level of learning to pass a comprehensive exam for a program-specific course it may be possible to test-out of the course for credit.

| Step | Who | What to do |
|------|---------------------------------|---|
| 1 | Student | Identify LATI course(s) that you think you could test out of. Begin by reviewing course descriptions in the current LATI catalog . |
| 2 | Student | Ask course instructor if it would be possible to test out of the course. |
| 3 | Instructor | Determine whether or not the course lends itself to a test out. <ul style="list-style-type: none"> • Is it possible to have the student take the final exam for the course to demonstrate learning? • Is it possible to have the student demonstrate a set of skills (i.e. a “hands-on” exam or project)? |
| 4 | Instructor | Determine if student appears to have an adequate level of knowledge. Tell student whether or not you will give the opportunity for a test out. If you decide to administer a challenge test, inform the registrar of the student’s name and the course for which the student will be taking a challenge test. |
| 5 | Student & Instructor | Agree on time and place to take test |
| 6 | Student | Register with... and pay fee (\$50 per credit) |
| 7 | Student/Instructor | Take test/Administer test |
| 8 | Instructor | Score test and provide score to registrar |
| 9 | Instructor | Inform student of result |
| 10 | Registrar | If student passes, post to transcript. |
| 11 | Business Office | Pay instructor for proctoring. |
| 12 | Instructor | Discuss with Prior Learning Coordinator (x 295) whether or not the course should become an established challenge test. |
| 13 | Prior Learning Coordinator | Add course to list of established challenge tests, if appropriate. |

Nationally Recognized Tests: LATI grants credit for certain CLEP, AP and DSST tests.

| Step | Who | What to do |
|------|-----------|--|
| 1 | Student | Find out if LATI grants CPL for a particular test. <ul style="list-style-type: none"> • For CLEP tests, click here. • For AP tests, click here. • For DSST tests, click here. |
| 2 | Student | Take test. Have score sent to LATI Admissions. If you've already taken the test, go to step 2a. <ul style="list-style-type: none"> • To take a CLEP test, register via the College Board website at this link. Find a test center to take the test at this link. Designate LATI to receive the scores. LATI's school code is 2842 • Information for AP courses and tests is usually obtained in high school. For more information, click here. LATI's school code is 0717. • Information on taking DSST tests is available here. |
| 2a | Student | Send CLEP, DSST or AP transcript to LATI <ul style="list-style-type: none"> • To order a CLEP transcript, see this link. • To send AP scores after taking the test, see this link. LATI's school code is 0717. • To have a DSST score sent to LATI, have a DSST transcript sent to Admissions Office, Lake Area Technical Institute, PO Box 730, 1201 Arrow Ave., Watertown, SD 57201. See this link to order a DSST transcript. • If you have an ACE Transcript System account, you may be able to save money by ordering a consolidated ACE transcript with all of your test scores. See this link for more information. |
| 3 | Registrar | Verify Passing score and that test is eligible for LATI credit. Post to student transcript. |

ACE (American Council for Education) Recommended for Credit Tests, Courses, Certifications, Military experience:

| Step | Who | What to do |
|------|-----------------------------|--|
| 1 | Student | Research ACE credit recommendations for your prior experience-based learning using the National Guide . |
| 2 | Student | Determine which LATI courses are likely to correspond to the ACE recommendations for your prior learning. Begin by reviewing the course descriptions in the LATI catalog . If you are unsure, discuss the ACE credit recommendation with the course instructor and/or registrar. |
| 3 | Instructor and/or Registrar | Review ACE credit recommendation provided by student from the ACE website. Inform student whether or not his/her prior learning would earn credit. |
| 4 | Student | If your prior learning would earn credit at LATI, register for the ACE Transcript System . Follow the instructions on the ACE website to have your prior learning shown on your ACE transcript. |
| 5 | Student | Once, ACE informs you that your prior learning will be shown on your ACE transcript, have an ACE transcript sent to: Admissions Office, Lake Area Technical Institute, PO Box 730, Watertown, SD 57201. |
| 6 | Registrar | Review ACE transcript. Post to student transcript if experience is creditable. |

Military experience:

| Step | Who | What to do |
|------|-----------------------------|--|
| 1 | Student | Research ACE credit recommendations for your prior military experience-based learning using the ACE Military Guide . |
| 2 | Student | Determine which LATI courses are likely to correspond to the ACE recommendations for your prior learning. Begin by reviewing the course descriptions in the LATI catalog . If you are unsure, discuss the ACE credit recommendation with the course instructor and/or registrar. |
| 3 | Instructor and/or Registrar | Review ACE credit recommendation provided by student from the ACE website. Inform student whether or not his/her prior learning would earn credit. |
| 4 | Student | If military experience would be creditable, register for a Department of Defense Joint Services Transcript (JST) at this link . |
| 5 | Student | Have JST sent to LATI electronically. |
| 6 | Registrar | Review JST. Post to student transcript if experience is creditable. |

Experience-Based Prior Learning/Professional Certifications (if not ACE recommended):

| Step | Who | What to do |
|------|----------------------------|--|
| 1 | Student | Research which LATI courses may be appropriate for your professional certifications. Begin by reviewing course descriptions in the current LATI catalog . See LATI's Allied Health Prior Learning Crosswalk for an example of how health care experiential learning/certifications can be awarded LATI credit. |
| 2 | Student | If you find a possible course that may be creditable for your experiential learning or professional certification, obtain proof of your experience/certification and any documentation that describes the competencies you've learned. |
| 3 | Instructor | Determine whether or not the documentation proves learning of course outcomes. If CPL would only be appropriate for some of the course outcomes, see the "Special situations..." steps below. |
| 4 | Registrar | Review Passing score. Post course credit to student transcript. |
| | Instructor & Registrar. | Discuss with Prior Learning Coordinator (x 295) whether or not the course should become an established prior learning listing on the prior learning crosswalk. |
| 5 | Prior Learning Coordinator | If appropriate, add prior learning situation to the prior learning crosswalk. |

Special situations, where prior learning covers some, but not all, course outcomes/competencies:

In some cases military experience, a professional certification, or other experiential learning might demonstrate prior learning of a significant portion, but not all, of the competencies taught in an LATI course. LATI cannot guarantee the granting of CPL in these cases. LATI staff and faculty consider granting partial credit in cases where it would be practical to do so for the course in question.

| Step | Who | What to do |
|------|------------|---|
| 1 | Student | Research which LATI courses may be appropriate for your professional certifications. Begin by reviewing course descriptions in the current LATI catalog . See LATI's Allied Health Prior Learning Crosswalk for an example of how health care experiential learning/certifications can be awarded LATI credit. |
| 2 | Student | If you find a possible course that may be partially creditable for your experiential learning or professional certification, obtain proof of your experience/ certification and any documentation that describes the competencies you've learned. |
| 3 | Instructor | Determine which course outcomes for which the documentation proves learning. |
| 3a | Instructor | Determine whether or not there is a practical way for the student to learn the unlearned course outcomes. (For example: attend only certain lessons or complete only certain projects.). Inform student of requirement and what portion of the course tuition and fees he/she will need to pay for. If it would be impractical to apportion the course, inform the student. |
| 3b | Instructor | Inform registrar of your determination of what portion of the course tuition and fees student will need to pay for. |
| 4 | Registrar | Appropriately annotate partial credit to transcript and inform Billing to reduce course cost appropriately. |



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