



LATC 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 LATC. 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.

LATC 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 LATC established challenge tests are for the following courses:
 - CSC 100 Computer Concepts (1 credit)
 - CSC 102 Windows Applications for Technicians. (3 credits)
 - ACCT 210 Principles of Accounting (1 credit)
 - MA 115 Medical Terminology (3 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 LATC course(s) that you think you could test out of. Begin by reviewing course descriptions in the current LATC 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: LATC grants credit for certain CLEP, AP and DSST tests.

Step	Who	What to do
1	Student	Find out if LATC 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 LATC 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 LATC to receive the scores. LATC's school code is 2842 • Information for AP courses and tests is usually obtained in high school. For more information, click here. LATC's school code is 0717. • Information on taking DSST tests is available here.
2a	Student	Send CLEP, DSST or AP transcript to LATC <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. LATC's school code is 0717. • To have a DSST score sent to LATC, 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 LATC 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 LATC courses are likely to correspond to the ACE recommendations for your prior learning. Begin by reviewing the course descriptions in the LATC 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 LATC, 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 LATC courses are likely to correspond to the ACE recommendations for your prior learning. Begin by reviewing the course descriptions in the LATC 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 LATC 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 LATC courses may be appropriate for your professional certifications. Begin by reviewing course descriptions in the current LATC catalog . See LATC's Allied Health Prior Learning Crosswalk for an example of how health care experiential learning/certifications can be awarded LATC 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 LATC course. LATC cannot guarantee the granting of CPL in these cases. LATC 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 LATC courses may be appropriate for your professional certifications. Begin by reviewing course descriptions in the current LATC catalog . See LATC's Allied Health Prior Learning Crosswalk for an example of how health care experiential learning/certifications can be awarded LATC 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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