



# Credit for Prior Learning (CPL)

## Steps to Success

### Step 1

In order to have your experience be considered for CPL, you must have applied to NMSU. To connect with an admissions advisor, fill out the form on this page. Review Credit for Prior Learning guidelines and accepted skills and training (page 2 of this document) to learn more about eligibility.

### Step 2

Gather documentation (certifications, licenses, exam results, etc.) needed for your transfer credit evaluator to review your skills and training, then complete pages 3 & 4 of this document.

Each document presenting a skill and/or training must be entered separately in each box under the Life Experience portion.

### Step 3

To submit the CPL application, log in to the admissions portal and upload your completed CPL form and supporting documentation. For assistance, contact your admissions advisor.

### Step 4

Once the application is submitted, if there are any necessary clarifications you will be notified by a transfer evaluator to review the documentation.

Once the review is completed the transfer credit evaluator will send it to your appropriate College where you are pursuing your major. This process can take up to 3 weeks.



## Credit for Prior Learning (CPL) Application Process

When do I use a Credit for Prior Learning application?

The Credit for Prior Learning (CPL) request form can be used for new and current undergraduate students who demonstrate that they have already acquired, through life experience such as job training, non-college courses, etc., course knowledge required for the degree program in which they are enrolled. For additional information on CPL, [click here](#).

### **GUIDELINES AND ACCEPTED TRAINING SKILLS**

There are three main types of Professional Training & Life Experience accepted by NMSU.

#### **1. CREDIT FOR JOB TRAINING**

Credit may be awarded directly for job training, based on procedure or policy that has been established by NMSU.

#### **2. CREDIT RECOMMENDED BY THE AMERICAN COUNCIL ON EDUCATION (ACE)**

If you have been awarded with a certificate or license that is recognized by ACE, you may be eligible for credit. Learn more about ACE.

#### **3. CREDIT FOR LIFE EXPERIENCE THROUGH THE CPL PROCESS**

Students will need to petition for credit through the appropriate process. This process is recommended for students who have extensive life experience but are unable to earn automatic credit for job training.

Credit earned through this process will not be counted toward the required minimum of 30 hours of credit that must be completed through NMSU.

The University Student Records Office (SRO) will evaluate the forms. You will be contacted through your @nmsu.edu email account on the progress of your forms.



# Credit for Prior Learning (CPL) **Application**

DATE

## STUDENT INFORMATION

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Full Name :

Aggie ID:

Email

## CPL TYPE

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Job Training

ACE recognized certificate or license

Life Experience

## EXPERIENCE

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Briefly describe why you are submitting this application:

Please provide a title, detailed description and date of completion for each document, certificate, etc. provided:

(We are unable to process proof of employment documentation)

Date of Completion

Description

Date of Completion

Description



Date of Completion

Description

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Description

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