
Process to Establish Credit Equivalencies for Prior Learning (CPL) for Third-party Employer Trainings

Overview of Process

Purpose: Provide schools and other functional units involved with a process to ensure that Credit for Prior Learning (CPL) is documented, evaluated, and appropriate for the level of degree or certificate awarded through the college.

CNM Experts: The Credit for Prior Learning (CPL) Coordinator and the Academic Affairs Director of Transfer Pathways, School Deans, School Associate Deans, Program Directors, Chairs, Faculty Subject Matter Experts (SMEs), and Enrollment Services.

Functional Units Involved: Office of Academic Affairs, School Dean or designee, SMEs, CNM Contract Services and Enrollment Services.

Beginning of Process: Third party employers contact the appropriate school dean or designee to build a pathway for employees to attend CNM and receive CPL credit toward program requirements for extensive training offered through employment.

Final Results: The approved CPL is documented on the student's official transcript as transfer credit.

Note: If approval results in a new CPL option, the option is posted on the CPL website and available to eligible students in the declared program/major.

Definitions: See Credit for Prior Learning Key Terms & Definitions

Related Documents and Forms:

- Credit for Prior Learning Key Terms & Definitions
- Credit for Prior Learning Course Equivalency Form(s) (available on CNM CPL webpages)
- CPL e-Portfolio Assessment Process
- Student-Driven Process to Request, Establish & Receive Credit Equivalencies for Prior Learning (CPL)

Process:

1. Third party employers contact the appropriate school dean to build a pathway for employees, with extensive training, to attend CNM and receive CPL credit for college-level learning gained through employer training.
2. The CPL coordinator or school dean or designee identifies if there are ACE CREDIT recommendations for the employer trainings.
3. **If ACE CREDIT recommendations are established, proceed to PART A; if not, proceed to PART B.**

4. Eligible students download, and complete the CPL form on the CNM website. The completed form, supporting documentation, proof of payment and a copy of government issued photo ID are submitted to the CNM Records Office at Main Campus or via email to gradeval@cnm.edu. Supporting documentation may include third-party evidence of completed training or a letter from the student's direct supervisor on company letterhead.
5. Enrollment Services Transcript Evaluators review submitted, completed student CPL request(s), validate supporting documentation and record fulfillment of course requirement as TR (transfer credit).

PART A: Established ACE CREDIT Recommendations

- A1. If ACE CREDIT recommendations are established, a SME reviews the recommendations to evaluate training materials for course equivalency (equivalent to a minimum of 70 percent of the course SLOs unless otherwise specified by outside accrediting bodies).
 - If the training is not equivalent, the SME notifies the school dean or designee. The school dean or designee informs third-party employer and CPL coordinator that CPL for the relevant course(s) is not currently an option.
 - In instances when less than 70 percent of the SLOs are met, the school may suggest a challenge exam or e-portfolio to demonstrate proficiency in the SLOs.
 - If the training is equivalent, the school associate dean contacts the CPL coordinator with training name, company, equivalent course, and an example of the documentation that students provide with their CPL request. In some cases, (Military JST or Community Partner) the CPL coordinator may provide a CPL Form for the associate dean to complete the CPL equivalency crosswalk and return.
- A2. The CPL coordinator creates a new, or updates an existing, program crosswalk(s) on the CPL form, updates the CPL webpage to reflect the new CPL option, submits the new form to Enrollment Services, and informs the Cashier's Office of any additions to the online CNM Marketplace.
- A3. CPL coordinator updates the CPL webpage with the new CPL student request form and notifies the appropriate dean or designee that the new CPL option is available for eligible students.

PART B: Non-Established ACE CREDIT Recommendations

- B1. If ACE CREDIT recommendations have not been established for the third-party employer/organization's workplace trainings, the CPL coordinator or school dean or designee will request a concise description of the training, length of time-of the training, SLOs, and assessments. Copies of training materials are preferred but not required.

- B2. The school SME reviews the third-party materials to determine if the employer trainings provide the appropriate learning to fulfill course SLOs at a level of rigor appropriate for degrees/certificates requiring that course.
- B3. If the training is equivalent, the school associate dean contacts the CPL coordinator with training name, company, CNM equivalent course(s), and an example of the documentation that students provide with their CPL request. In some cases, (Military JST or Community Partner) the CPL coordinator may provide a CPL Form for the associate dean to complete the crosswalk and return.
- If the training is not deemed equivalent, the SME notifies the dean or designee. The dean or designee notifies the employer that CPL for the relevant course is currently not an option.
- B4. For community partnership CPL options (excluding Ingenuity, Inc.), the school dean or designee contacts CNM Contracts Management to create the MOU (not to exceed two years) between CNM and the third-party employer/ organization. Refer to Appendix A for details to include in the Credit for Workforce Training through Community Partnership MOU.
- B5. After MOU is completed, the dean or designee contacts the CPL coordinator with training name, company, CNM equivalent course(s), and an example of the documentation that students provide with their CPL request. In some cases, the CPL coordinator may provide a CPL Form for the associate dean to complete the crosswalk and return.
- B6. The CPL coordinator creates a new or updates an existing program crosswalk(s) on the CPL Form, updates the CPL webpage to reflect the new CPL option, submits the new form to Enrollment Services, and informs the Cashier's Office of any additions to the online CNM Marketplace.
- B7. The CPL coordinator updates the CPL webpage with the new CPL student request form and notifies the appropriate school that the new CPL option is available for eligible students.

Activity Tracked: The CPL coordinator tracks prior learning requests each term.

The CNM Contracts Management Office maintains the original, signed CPL for Workforce Training through Community Partnership MOUs. Electronic copies of the MOU and prior learning evidence are archived in The Office of Academic Affairs.

Appendix A: Details to Include in Credit for Workforce Training Through Community Partnership Memorandum of Understanding

1. The Credit for Workforce Training through Community Partnership should include, but is not limited to, the details regarding verification of student’s applicable work experience, completed trainings, and any stipulations (term to request, etc.) regarding CPL credit award.
 - a. To facilitate large-scale, immediate access to higher education credentials with CPL options for employees of Community Partners, the MOU includes the agreed-upon equivalencies, fees, documentation of student learning required, and duration of the agreement (not to exceed two (2) years).
 - b. If applicable, CNM may detail in the Credit for Workforce Training through Community Partnership MOU, payment for agreed-upon CPL as included in a Program’s flat-rate tuition model. If CPL processing fee is not included as part of flat-rate tuition program (specified in the MOU), students submit payment for the CPL processing fee to the CNM cashier or through the online CNM Marketplace CPL Store.
 - c. CNM and the Community Partner document their agreement that students follow CPL processes on the CPL webpage to request and receive CPL evaluation.