

Click on the hexagons or on any blue font below to visit that webpage and find out more.

### Eligibility

1. In order to apply for and receive CPL, you must be an active CNM certificate or degree seeking student.
2. Your prior learning must meet the minimum course requirements for the course(s) for which you are requesting credit.

### CPL Limits

Credit hours awarded through any combination of CPL methods is limited by the program's [graduation residency requirements](#). This requirement refers to the minimum number of program credit hours you must earn by taking and completing CNM courses in order to graduate from CNM.

## What is your prior experience?

### Questions to consider when determining the appropriate CPL assessment method:

1. Have you earned credit from another community college or university?
2. Have you requested to have your transcripts sent to the CNM Records Office?

**Fee:**  
No fee

1. Are you in the military or are you a veteran?
2. Have you requested to have your college transcripts or Joint Services Transcript (JST) sent to the CNM Records Office?

**Fees:**  
No fee for evaluations  
\$25.00 Processing Fee for Evaluated Military Training

1. Are you going into a program of study for which you already hold an industry credential?
2. Is your industry certification or license still active?

**Fee:**  
\$25.00 processing fee

1. Have you successfully passed a nationally-recognized exam, such as Advanced Placement, DSST, CLEP, International Baccalaureate, or Avant Stamp?
  - 1a. Have you reviewed the [Credit for Standardized Exams](#) website to see which scores are required to earn credit?
  - 2a. Have you requested to have your passing exam scores sent to the CNM Records Office?
2. Is there an exam offered by CNM that you would like to take in order to earn credit towards your program?
  - 2a. Have you reviewed the available exams offered by CNM on the Standardized Exams or Challenge Exams websites?
3. Don't see an exam for the course for which you would like to earn credit by exam?
  - 3a. Would you like to request that one be developed?

**Fees:**  
\$25.00 processing fee for Challenge Exams  
\$25.00 processing fee + cost of Standardized Exam

1. Are you working in the field or one related to your program of study, such as an allied health field?
2. Do you work for one of CNM's Community Employer Partners?
3. Were you raised speaking a Native American Language of the Southwest?

**Fee:**  
\$25.00 processing fee

1. Do you have several years of experience that relates to your program of study?
2. Do you feel like it would be redundant to take a specific course within your program because of what you have learned from your experience?
3. Are you able to reflect on your experiences to understand what you learned from these experience(s)?
4. Are you able to explain how what you have learned meets the learning outcomes for the course for which you would like to earn credit?
5. Are you comfortable writing long papers?
6. Do you possess work products or other material evidence or documentation that supports your level of knowledge for the course?
7. Are you comfortable with CNM's online learning environment, CNM Learn?

**Fee:**  
\$125.00 total

### Transfer Credit?

- Process:**
1. Request official transcripts from each institution you have previously attended and send them to the CNM Records Office at:  
Central NM Community College  
Attn: Records Office  
525 Buena Vista Dr. SE  
Albuquerque, NM 87106

### Military Training?

1. Request your official transcripts from the Community College of the Air Force (CCAF) or Joint Service Transcript (JST) for all other branches and have them sent directly to the CNM Records Office at the address above.
2. Review the CNM Credit for Military Training webpage to see if your military occupation has already been evaluated by CNM.
  - 2a. If you find your occupation and program of study listed, click on the listing and follow the instructions for submitting your request.
  - 2b. If your occupation is not listed, you will need to request a review of your training using the [Request for Evaluation of Career & Technical Education Coursework](#) and follow the directions on the form.
3. Print and complete the form.
4. Pay the non-refundable processing fee.
5. Submit the form, proof of payment, and a DD-214 (*only if no longer active*) to the Records Office.
  - 5a. Alternatively, you may email all documentation to [gradeval@cnm.edu](mailto:gradeval@cnm.edu).

### Industry Certification or Licensure?

1. Review the [Credit for Industry Certifications and Licensures](#) webpage.
2. Locate your credential or related program of study from the list.
3. Print and complete the form.
4. Pay the non-refundable processing fee.
5. Take the form, your credential(s), proof of payment, and a government issued ID to the Records Office, or email all documents to [gradeval@cnm.edu](mailto:gradeval@cnm.edu).

### Credit by Exam?

- Standardized Exams**
1. If you have already taken an exam and would like to request credit for passing scores, request to have your transcripts sent directly to the Records Office, from the testing administrator. **Or**,
  2. Review the Credit for Standardized Exams webpage to see if there is an exam that you would like to take.
  3. If you find one available, please visit the [Assessment Center](#) website, to find out how to register.
- Challenge Exams (3 Options):**
1. Exams offered through the Assessment Center need to be scheduled. Please contact them to schedule your exam.
    - 1a. Proof of payment will be required at the time of the exam.
  2. Challenge exams offered through the academic school require prior approval and students should contact the academic school to make their request.
    - 2a. If your request for a challenge exam is approved, you will need to pay the non-refundable fee and provide proof of payment at the time of the exam.
  3. Students may request that an exam be created when one does not already exist. Please visit the [Credit for Challenge Exams](#) website to make your request.
    - 3a. If your request for a challenge exam is approved, you will need to pay the non-refundable fee and provide proof of payment at the time of the exam.

- You work in a related field:
1. Visit the [Credit for Workplace Learning](#) website to see if a course in your program of study is listed.
  2. Print the form and complete the student information section.
  3. Take the form to your supervisor to complete.
  4. Pay the non-refundable processing fee.
  5. Submit all required documentation as listed on the form, including proof of payment, to the contact person listed on the form.

### Native American Language or On-the-Job Training?

- You work for an employer that has a partnership with CNM:
1. Visit the [Credit for Community Partnerships](#) web-page to see if your employer and corresponding program of study are listed.
  2. Print the form and complete.
  3. Obtain the required documentation listed on the form.
  4. Pay the non-refundable processing fee.
  5. Submit all documentation and proof of payment to the Records Office.

- You were raised speaking a Native American Language in a local tribe or Pueblo:
1. Visit the [Credit for Community Partnerships](#) web-page.
  2. Locate your tribe or Pueblo and print the form.
  3. Obtain a letter from a Council Member of your tribe or Pueblo verifying your proficiency.
  4. Pay the non-refundable processing fee.
  5. Submit all required documents and proof of payment to the CHSS School Advisor.

### Portfolio Assessment?

1. Visit the [Portfolio Assessment](#) webpage to request an appointment with the CPL Coordinator.
2. Meet with the CPL Coordinator to determine if portfolio assessment is appropriate.
3. If approved, you will be placed into CNM's Portfolio Development Workshop.
3. Create your learning portfolio.
4. Pay the non-refundable assessment and processing fee and e-mail the receipt to the CPL Coordinator.
5. Submit the portfolio for assessment.
  - 5a. Some courses may require a skills demonstration or a follow-up interview with the faculty assessor that is reviewing your portfolio. You will be contacted by the faculty assessor to schedule this, if it is needed.
  - 5b. Students will be notified of the credit award decision within 10 instructional days of submission.