



Credit for Prior Learning (CPL) School Advisor e-Portfolio Intake Form

IMPORTANT: Credit for Prior Learning (CPL) is an option for students with extensive work or life experience related to student learning outcomes for a specific course at CNM. ***Upon transfer to another institution, the transfer institution retains the right to evaluate and apply transfer credit according to their transfer credit policies.***

FEE: The CPL fee of \$125 is ***non-refundable*** even if a portfolio is not submitted or if credit is not awarded.

FINANCIAL AID: Credit awarded via CPL ***is included in the maximum time frame*** (150 percent of the program's required credit hours). If you have questions, please contact [financial aid](#).

This form provides your School Advisor with the information needed to discuss and/or approve your request to complete the CPL e-Portfolio for:

Student Name:

Student ID:

Declared Major:

Concentration (if any):

Please indicate your response to the following:

If approved to complete an e-Portfolio, I understand that I have a limited amount of time to submit my portfolio and that submitting my work in advance of the final deadline is encouraged.

Agree

Do Not Agree

I have used Blackboard and I am familiar with locating documents and contacts within it.

Yes

No

I understand that the CPL e-Portfolio process is self-driven and that I will not be working with an instructor or my school advisor to complete the CPL e-Portfolio.

Yes

No

Should I need assistance in writing my narrative(s), I know that it is my responsibility to meet with and seek feedback from CNM tutors.

Yes

No

Should I need assistance with the learning management system (Blackboard), I know how to find the Blackboard tutorials and/or contact the CNM IT HelpDesk

Yes

No

Do you have license(s) or certification(s) that are relevant to the course for which you are seeking academic credit?

Yes

No

In order to be considered for Academic Credit, a copy of the license(s)/certificate(s) is required. Are you able to provide a print or electronic copy of the acquired license or certification?

Yes

No

Relevant license or certification(s):

Please list any current licenses/certifications you have earned within your field of expertise:

Certification	Issue Date	Field or Area	Name of Issuer/Website
<i>Ex: PMP</i>	<i>1/15/2018</i>	<i>Project Management</i>	<i>Project Management Academy</i> https://projectmanagementacademy.net/albuquerque

Relevant Work Experience Submission:

Please provide information regarding your work experience that you believe is relevant to the applicable course student learning outcomes, dates, and title or role held within the experience:

Field or Area of Expertise	Length of time (Month or years)	Dates employed	Title(s) Held
<i>Ex: Project Management</i>	<i>7.5 years</i>	<i>9/1998 - 3/2006</i>	<i>Project Management Director</i>

Do you have military training or experience relevant to the course for which you are seeking academic credit?

Yes

No

If you have military training or experience, have you submitted your JST to CNM?

Yes

No

An e-portfolio is your testament that you can demonstrate proficiency in course student learning outcomes, and that you learned the relevant skills/material through experience outside of a traditional college classroom. Are you willing to commit up to 20 hours on organizing your portfolio materials, writing and revising narratives about your experiences, and submitting your portfolio in Blackboard by the final deadline?

Yes

No

Check one of the following acknowledgements:

I have reviewed the example CPL e-Portfolio(s), read the CPL e-Portfolio Student Handbook, I am comfortable with the CPL e-Portfolio expectations/process and I understand that the \$125 fee is non-refundable even if I do not receive CPL credit for my e-Portfolio. I am requesting access to register for the CPL e-Portfolio option without meeting/speaking with my School Advisor.

I have read through the course learning outcomes and, based upon my work/life experience, can produce a portfolio that demonstrates my proficiency in each outcome.

I think that I am a good candidate for submitting a CPL e-Portfolio; however, prior to registering and paying for this CPL opportunity I would like to speak more about this course equivalency CPL option with my School Advisor.