

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

First, apply to become a CNM student, with a certificate or degree program listed as your intended major. Next, submit all required documents, listed below, to Enrollment Services at CNM Main Campus, or email [askgrad@cnm.edu](mailto:askgrad@cnm.edu) with all required documents attached.

**List of Required Documents for requesting CPL**

1. A completed, signed CPL Professional Skills Academy Form (this form),
2. A copy of your government issued ID, **and**
3. A current and valid CNM Ingenuity, Inc. Professional Skills Academy Certificate of Completion.

*Licenses and/or certifications are checked for validity through their corresponding agency.  
Incomplete or invalid requests will not be processed.*

If you successfully complete the following CNM Ingenuity, Inc. Training(s):	You will receive credit for:
Professional Skills Academy	BUSA 1130 - Business Professionalism (3) <b style="text-align: right;">Total: 3 credit hours</b>

**Statement of Understanding**

I confirm that am a current CNM student and I have a declared major to which this credit will apply. I am using the attached documents as evidence of my prior learning. I understand that I must still complete CNM graduation residency requirements and that CPL counts toward the [maximum time frame](#) standard of academic progress for financial aid. I realize that my request for CPL will not be completed if I do not submit my request to Enrollment Services or to [askgrad@cnm.edu](mailto:askgrad@cnm.edu) with this completed form, and all required documents listed above. Further, I understand that credit earned through CPL may not be accepted at another college or university and it is my responsibility to contact any institution in which I intend to transfer to inquire into their policy on accepting CPL awarded at CNM.

**X**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**FOR CNM OFFICE USE ONLY**

\_\_\_\_\_  
Processed by

\_\_\_\_\_  
Date Processed