Earn College Credit for Your Prior Learning Experiences
Credit for Prior Learning Quick Reference Guide

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.

Questions to consider when determining the appropriate CPL assessment method:

1. Have you earned credit from another college or university?
2. Have you requested to have your transcripts sent to the CNM Grad & Eval Office?
3. Are you in the military or are you a veteran?
4. Have you requested to have your college transcripts or Joint Services Transcript (JST) sent to the CNM Graduate Office?

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

**Process:**

1. Request official transcripts from each institution you have previously attended and send them to the CNM Grad & Eval Office at:
- Central NM Community College
  - Address: Grad & Eval Office
  - Location: 525 Buena Vista Dr. SE
  - Albuquerque, NM 87106

2. Visit the Credit for CPL webpage.
3. Locate the program you completed.
4. Take the form, your CNM Grad & Eval Inc. Certificate of Completion for the training, and a government issued ID to the Grad & Eval Office, or email all documents to askgrad@cnm.edu.

5. Alternatively, you may email the documentation to askgrad@cnm.edu.
6. Visit the Credit for Industry Credentials webpage.
7. Locate your credential and click on the linked form.
8. If your credential is not listed, you can request a free review of your training using the Request for Evaluation of Prior Learning and follow the directions on the form to submit your request.
9. Take the form and proof of payment to the Grad & Eval Office.
10. Pay the non-refundable processing fee.
11. Submit the form and proof of payment to the Grad & Eval Office.

**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.**

**Credit Limit**

1. Request your Joint Services Transcript (JST) for all branches except the Air Force and have them sent directly to the CNM Grad & Eval Office at the address above.
2. Review the CNM Credit for Military Training webpage and click on the Credit for Military Trainings and Occupations form to see if your military occupation has already been evaluated by CNM.
3. If your training(s) and occupation(s) is listed, print and complete the form.
4. If your training(s) and occupation(s) is not listed, you can request a free review of your training using the Request for Evaluation of Prior Learning and follow the directions on the form to submit your request.
5. Pay the non-refundable processing fee.
6. Submit the form and proof of payment to the Grad & Eval Office.
7. Alternatively, you may email the documentation to askgrad@cnm.edu.

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5. Take the form, your credential(s), proof of payment, and a government issued ID to the Grad & Eval Office, or email all documents to askgrad@cnm.edu.

**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 Grad & Eval 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.
2. Pay the non-refundable processing fee.
3. Submit all required documentation as listed on the form, including proof of payment, to the contact person listed on the form.
4. You work in a related field:
5. Visit the Credit for Workplace Learning webpage to see if a course in your program of study is listed.
6. Pay the non-refundable processing fee.
7. Submit all required documentation as listed on the form, including proof of payment, to the contact person listed on the form.
8. You work for an employer that has a partnership with CNM:
9. Visit the Credit for Community Partnerships webpage to see if your employer and corresponding program of study are listed.
10. Pay the non-refundable processing fee.
11. Submit all required documents and proof of payment to the person and location on the form.
12. You were raised speaking a Native American Language in a local tribe or Pueblo:
13. Visit the Credit for Community Partnerships webpage.
14. Submit the form and proof of payment.
15. Obtain a letter from a Council Member of your tribe or Pueblo verifying your proficiency.
16. Pay the non-refundable processing fee.
17. Submit all required documents and proof of payment to the Grad & Eval Office or email all documents to askgrad@cnm.edu.

1. Visit the Credit by Portfolio Assessment webpage to submit request credit by portfolio assessment, with the Advisor Intake Form. The school will review your request.
2. If approved, you will be provided with the CRN to register for CPLP 2097 – Independent Study CPL e-Portfolio.
3. Develop an e-portfolio of your learning portfolio in MyBrightspace.
4. Submit the portfolio for assessment.
5. 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 required.
6. Students will be notified of the credit award decision within 10 instructional days of submission.

Need help determining which method of assessment is right for your prior learning? Contact an Academic Coach or the School Advisor for your program.