

Student Name: _____

Student ID: _____

Process for Requesting Credit

Submit all required documents to Enrollment Services at CNM Main Campus, or email askgrad@cnm.edu with attachments of the required documents.

Required documents for requesting CPL

1. A completed, signed CPL Accounting Form (this form),
2. Proof of \$25 fee payment (you may take a completed copy of this form and pay in-person at the CNM Cashier, or you can pay online through the [CPL Store](#) and print/save a copy of the receipt to attach to your request with all other documents),
3. A copy of your government issued ID, **and**
4. All current and valid certificates for which you are requesting credit, from the list on page 2.

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

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 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	
CASHIER	ENROLLMENT SERVICES
_____	_____
Processed by	Date Processed
_____	_____

Credit for Prior Learning Accounting

Please indicate your certification level and for which you are submitting the corresponding documentation.

Certification:		Required proof and/or documentation:	You will receive credit for:
<input type="checkbox"/>	Bookkeeper Certification	Bookkeeper Certification from the National Association of Certified Public Bookkeepers (NACPB) within the last 5 years.	ACCT 1135 – Accounting Applications (3 Cr) ACCT 2110 – Principles of Accounting I (3 Cr) ACCT 2170 – Payroll Accounting (3 Cr) BUSA 1180 – Business Math (3 Cr) Total: 12 credit hours
<input type="checkbox"/>	Certified Bookkeeper	Certified Bookkeeper Certification from the American Institute of Professional Bookkeepers (AIPB) within the last 5 years	ACCT 1135 – Accounting Applications (3 Cr) ACCT 2110 – Principles of Accounting I (3 Cr) ACCT 2170 – Payroll Accounting (3 Cr) BUSA 1180 – Business Math (3 Cr) Total: 12 credit hours
<input type="checkbox"/>	Certified Payroll Professional	Certified Payroll Professional Certification from the American Payroll Association (APA) within the last 3 years	ACCT 2170 – Payroll Accounting (3 Cr) Total: 3 credit hours
<input type="checkbox"/>	Certified Public Bookkeeper	Certified Public Bookkeepers License for the current year from the National Association of Certified Public Bookkeepers (NACPB)	ACCT 1135 – Accounting Applications (3 Cr) ACCT 2110 – Principles of Accounting I (3 Cr) ACCT 2170 – Payroll Accounting (3 Cr) BUSA 1180 – Business Math (3 Cr) Total: 12 credit hours
<input type="checkbox"/>	Enrolled Agent	Enrolled Agent enrollment card for the current year.	ACCT 2320 – Tax Accounting I (3 Cr) ACCT 2350 – Tax Accounting II (3 Cr) Total: 6 credit hours
<input type="checkbox"/>	Fundamental Payroll Certification	Fundamental Payroll Certification from the American Payroll Association (APA) within the last 3 years	ACCT 2170 – Payroll Accounting (3 Cr) Total: 3 credit hours
<input type="checkbox"/>	Ice House Entrepreneurship Program	Entrepreneurial Learning Initiative (ELI) https://elimindset.com/contact/	ENTR 1110 – Introduction to Entrepreneurship (3 Cr) Total: 3 credit hours
<input type="checkbox"/>	Internet and Computing Core Certification (IC3)	Certiport Must be certified within the last 3 years.	BCIS 1110 – Fundamentals of Information Literacy and Systems (3 Cr) Total: 3 credit hours
<input type="checkbox"/>	Microsoft Exam 77-730: Microsoft Office Access 2016	Microsoft * Verification code: _____	BCIS 2212 – MS Access (3 Cr) Total: 3 credit hours
<input type="checkbox"/>	Microsoft Exam 77-727: Microsoft Office Excel 2016 Core	Microsoft * Verification code: _____	BCIS 2217 – MS Excel (3 Cr) Total: 3 credit hours
<input type="checkbox"/>	Payroll Certification	Payroll Certification from the National Association of Certified Public Bookkeepers (NACPB) within the last 3 years.	ACCT 2170 – Payroll Accounting (3 Cr) Total: 3 credit hours
<input type="checkbox"/>	QuickBooks Certification	Intuit QuickBooks Certification within the last 5 years.	ACCT 1150 – QuickBooks (3 Cr) Total: 3 credit hours

* Students have to supply original certification to include the certification code or ID, and candidate name or ID from the issuing organization.