

Community College of Baltimore County

Credit for Prior Learning Assessment

Policy Guide

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I. What is Credit for Prior Learning Assessment (CPL)?

CPL is becoming more widespread at colleges and universities throughout the world. CPL encompasses any college-level learning that a student has acquired outside of a traditional classroom setting. This includes workplace training, skills learned in a job or career, credits earned by testing, volunteer activities, civic duties, and major life experiences.

CPL at CCBC is intended to encourage degree and/or certificate completion. In many cases, CPL can help students save time and money by reducing the number of courses a student must take to complete a program of study.

CCBC values the diversity of its students and understands that they come to the college with a diverse assortment of unique experiences, interests, and intellectual pursuits that may translate into college-level learning.

CCBC Policy on Completion and CPL

- Students must earn at least 25% of the credits (or noncredit coursework) required for a program of study directly through CCBC coursework.
- They may earn up to 75% of the credits required for a program of study through Prior Learning Assessment.
- Credit for Prior Learning will be posted to the student's CCBC transcript. Students seeking CPL must have already completed and/or currently be registered and have paid for classes at CCBC.*

**Individual exceptions can be considered by emailing transfereval@ccbcmd.edu. This requirement does not always apply to Credit by AP, IB, or the Articulated Apprenticeship programs.*

CPL are conducted using a variety of evaluation processes, including, but not limited to, the following:

Credit by Exam: Scores from Departmental Challenge Exams, the College-Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), Advanced Placement Testing Program (AP), International Baccalaureate Diploma Programme (IB), and Cambridge Exam (CB) are reviewed for potential award of credit. *Fees may apply and vary by exam type. CCBC Continuing Education students who have completed a workforce training related to a CCBC credit course or program, interested in utilizing department exams for credit, should contact PriorLearning@ccbcmd.edu to see if they qualify for a fee waiver.*

Credit by Portfolio Assessment: Qualified students may choose to develop a portfolio of their college-level learning. Portfolios are presented to appropriate faculty for evaluation and award of credit. *Fees may apply and vary by exam type. CCBC Continuing Education students who have completed a workforce training related to a CCBC credit course or program, interested in utilizing department exams for credit, should contact PriorLearning@ccbcmd.edu to see if they qualify for a fee waiver.*

Credit by Industry Certification, Licensure, or Apprenticeship: Qualified students may choose to present their nationally recognized Industry Certificate, License, or state or federally recognized completion certificate, passed email, or license for evaluation of their college-level learning. Credentials are presented to appropriate faculty or staff for evaluation and potential award of credit. There is no fee for this type of CPL.

Documentation of CPL at CCBC

CPL will only be posted to current registered CCBC students' transcripts. Credit awarded is based upon approved assessments. CPL is achieved by earning a "C" / 70% or better on these assessments. Credit earned for a course via CPL is indicated on the transcript by a code in lieu of a grade, as outlined in the chart below.

Official score reports for external exams (CLEP, DSST, IB, AP, Cambridge, OPI) must be sent directly from the College Board, Cambridge, or ACTFL to CCBC. Military Joint Services Transcripts (JSTs) and industry credential, licensure, and apprenticeship credentials are evaluated by a CCBC Subject Matter Faculty Expert (SMFE). An official JST or industry credential is required to determine transferability of credit.

CPL credit is awarded based upon CCBC policy. There is no guarantee that credits will transfer to another institution. Transferability of credits for CPL to other institutions is at the discretion of the receiving institution. Please consult with your intended transfer institution regarding their non-traditional transfer credit policy.

CCBC CPL	Transcript Code
Formal External Exams: CLEP, DSST, IB, AP, Cambridge	CL, DN, IB, AP, CB
Internal CCBC Departmental Exam	CR
Internal CCBC Portfolio Assessment	PR
Military Experience	ML
Articulated Credit by External Industry/Licensure	AR
Apprenticeship Credit by External Apprenticeship	AS

Important Information about Prior Learning

Once a student completes a course through traditional college credit, he or she cannot usually retake the course using prior learning. Exceptions may be granted on a case-by-case basis after a review of the student's transcripts and resume. Financial aid cannot be used to pay for prior

learning.

Many students will ask about transferring prior learning credits to other institutions. This is especially important for courses required for the program of study at the 4-year institution, as well as for schools that do not offer general education waivers.

While the Transfer and Degree Acceleration Office facilitates the process, the decision about whether to award credit for prior learning is made by the Subject Matter Faculty Expert, who has expertise in that subject. In many cases, students will work with an SMFE who will assist them in the CPL process and evaluate potential CPL credits. These SMFEs are individuals who teach or have taught courses in the specific subject area and are familiar with course requirements.

II. Credits Awarded for Previous College

The first step in CPL should always be to review previous college transcripts. Please note: the transcript evaluation process can take up to 4 weeks from the time that transcripts are received. Students who would like to request an evaluation of transfer credit from previous institutions, agencies, or organizations must submit a [Transfer Evaluation Request Form](#). **Students may also request a re-evaluation of transfer credit via the Transfer Evaluation Request Form.**

A. Transfer from Regionally Accredited Schools:

CCBC accepts credits from regionally accredited colleges and universities around the nation (state universities, community colleges, etc.). Students must submit to the Registrar's Office official transcripts from all colleges attended: *CCBC Registrar's Office, 7201 Rossville Blvd. Baltimore, MD 21237*. Students who would like to request an evaluation of transfer credit from previous institutions, agencies, or organizations must submit a [Transfer Evaluation Request Form](#).

B. International Credit Transfer:

International students with prior college-level coursework completed in their home countries need to submit their transcripts to a [National Association of Credential Evaluation Services \(NACES\)-approved organization](#) for translation and interpretation; a course-by-course evaluation is required. The College recommends that students use [World Education Services \(WES\)](#) or [Educational Credential Evaluators, Inc. \(ECE\)](#), but urges students to consider the transcript evaluation requirements of their desired four-year institution if they wish to transfer in the future when choosing an evaluation agency. CCBC does not evaluate international transcripts and requires all international coursework be evaluated prior to submission to the CCBC Registrar's Office.

Students who would like to request an evaluation of transfer credit from previous institutions, agencies, or organizations must submit a [Transfer Evaluation Request Form](#).

C. Transfer from Non-Regionally Accredited Schools and Open Source or Online Education Accredited by ACE:

Excerpt from Middle States Federal Compliance Guidelines: *"The current and revised policy and procedures do not require or preclude using the accreditation status of an institution from which a student is transferring; however, it cannot be the sole basis for acceptance or denial of*

credit. The institution should base its policy and procedures on course equivalency... The Commission is not prescriptive in this regard and refers institutions to the wide variety of excellent resources on best practices including American Council on Education (ACE), American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Association (CHEA), among others. The Commission upholds flexibility for its member institutions by allowing institutions to determine their own credit hour policies, procedures, and methodologies, so long as they comply with federal regulations.”

Students who completed coursework from a non-accredited institution (such as Distance Education Training Council or DETC accreditation or other national accreditation, some religious schools, some proprietary schools, etc.), or an Open Source or Online Education Source Accredited by ACE (such as Sophia Learning) should be advised:

- Questions regarding transfer credit from non-accredited institutions can be addressed by emailing PriorLearning@ccbcmd.edu.
- Students must [submit official transcripts](#) to the Registrar’s Office **and** [request an evaluation of transfer credit](#).
- A student who transfers from an institution that is not accredited has the opportunity to receive credit by petitioning the department from which they would like to receive credit. Students may connect with the Transfer Evaluation Team for assistance with contacting the appropriate academic school by emailing transfereval@ccbcmd.edu.
- The Registrar’s office will evaluate transcripts in collaboration with the academic department to decide if requested courses are transferable. This process may take up to 90 days.
- Once the transfer evaluation is completed, students will receive an email notification to their CCBC account.

III. Procedures for CPL

Students planning on transferring to a 4-year bachelor’s degree granting institution should note that not all CPL credits will transfer.

A. As early as possible in the student’s time at CCBC, a Degree Works (DW) audit should be completed to determine remaining courses needed to graduate and if the student is enrolled in the correct program of study (major).

B. If assisting an online learner or student that is not able to come to campus for face-to-face meetings, CCBC employees should follow FERPA guidelines with regards to release of student information. Verify the student’s CCBC I.D. (900 #), address, and use their CCBC student email address when discussing sensitive information.

C. Refer to the prior learning website for assistance:
<https://www.ccbcmd.edu/Student-Life/Student->

D. Credit by Examination

There are several standardized exams that can result in credit at CCBC. Two types of exams, CLEP and DSST, are administered in CCBC's Testing Centers. They can also be taken elsewhere, and students can have the scores sent to CCBC. Two types of exams, Advanced Placement (AP) and International Baccalaureate (IB), are not administered in CCBC's Testing Centers. Students usually take these exams in high school, after completing specific coursework, and have the scores sent to CCBC. To ensure credit will be awarded, refer to the [CCBC website](#) to view a list of acceptable tests and required scores for CLEP, DSST, Cambridge, AP, and IB. Students requesting credit be evaluated for their CLEP, DSST, AP, IB or Cambridge Exam (Cambridge explanation noted later in this guidebook), must submit a [Transfer Evaluation Request Form](#).

CCBC faculty developed several departmental exams that correspond to specific classes at CCBC. CCBC Departmental Exams are the equivalent to passing a cumulative, end-of-the-term examination or a series of comparable exams. Departmental exams cover a wider range of subjects, compared to standardized exams. CCBC faculty originate the request of credit earned through a departmental exam via an official request form submitted to the Registrar's Office.

E. CLEP and DSST

College-Level Examination Program (CLEP - <https://clep.collegeboard.org>) and DANTES Subject Standardized Tests (DSST - <https://getcollegecredit.com>) are nationally recognized exams which measure a student's knowledge in a particular subject.

CLEP offers general and subject exams in Business, Composition & Literature, History & Social Sciences, Science & Mathematics, and World Languages. **DSST** offers general and subject exams in Business, Humanities, Math, Physical Science, Social Sciences, and Technology.

- Both CLEP and DSST are proctored exams taken at a computer. Students are charged a fee to register and sit for the exam. Most exams last around 90 minutes and consist of multiple-choice questions.
- Students may find information on the content and format of CLEP or DSST exams via the links above or via links on the CCBC website.
- If the student earns a qualifying score, CCBC may grant credit for comparable CCBC courses; however, not all exams are accepted by CCBC.
- Please note: CCBC does NOT accept College Board *Projected Scores*.

To register for either exam, students must contact a test center. Both exams are offered through the CCBC Testing Centers, as well as other locations. Information (including accepted exams and corresponding courses) on CLEP and DSST testing at CCBC may be found at: https://www.ccbcmd.edu/_media/PDFs/For/Current-Students/Prior-Learning-Course-Equivalencies-Guide.pdf

Students should enter CCBC's college code on the exam to have test results sent directly to CCBC:

- CLEP: CCBC COLLEGE CODE = 2192 (all campuses)
- DSST: Use the “Locate an Institution” button on the DSST website for a list of CCBC campus codes.
- Cambridge: Use the Cambridge “Grade Transcript Service” to apply for a certifying statement sent to CCBC. You will need to create an account on the Cambridge website.
- For transfer credit consideration, students must submit official score reports to the Registrar’s Office and request an [evaluation of transfer credit](#).

F. AP, IB, and Cambridge

Advanced Placement (AP) courses are college-level classes in a wide variety of subjects that may be completed while still in high school. They offer challenging coursework, and a preview of what college classes are like.

AP exams are administered in May. They are 2-3 hour tests made up of multiple-choice and free-response questions. The exams are scored on a scale of 1 to 5. Students must achieve minimum required scores on AP exams to be eligible to receive transfer credit at CCBC. For transfer credit consideration, students must submit official score reports to the Registrar’s Office and request an [evaluation of transfer credit](#).

International Baccalaureate (IB) examinations assess student work as direct evidence of achievement against the stated goals of the Diploma Programme (DP) courses. IB exams, qualifying scores, and levels accepted in transfer at CCBC can be viewed in the following link: <https://www.ccbcmd.edu/media/PDFs/For/Current-Students/Prior-Learning-Course-Equivalencies-Guide.pdf>. Please note that CCBC only accepts scores on the High Level (HL) tests, not the Standard Level (SL) tests. For transfer credit consideration, students must submit official score reports to the Registrar’s Office and request an [evaluation of transfer credit](#).

Please note: CCBC does NOT accept College Board *Projected Scores*.

The Cambridge Assessment is a globally recognized exam created by Cambridge University. Offered in a variety of subject areas, these international exams help learners earn college credit for what they have learned in school. More than 10,000 schools are a part of our Cambridge learning community; operating in 160 countries across 9 regions: North America, Latin America, United Kingdom & Europe, Sub-Saharan Africa, Middle East & North Africa, South Asia, East Asia, Southeast Asia & Pacific and Pakistan. Cambridge representatives are in every region. Cambridge is the only international exam board that is fully owned by a world-leading university, the University of Cambridge. For transfer credit consideration, students must submit official score reports to the Registrar’s Office and request an [evaluation of transfer credit](#).

G. Departmental Exams (previously referred to as ‘internal’ or ‘in house’ Challenge Exams)

These are course-specific exams created by CCBC faculty. Accepted exams and corresponding courses are located on the Credit for Prior Learning webpage, available online at <https://www.ccbcmd.edu/For/Current-Students/Prior-Learning/pages/Credit-by-Exam.html>.

1. In most cases, students must contact the department offering the exam to

determine if they are eligible to take the exam; they may have to meet certain background requirements to qualify.

2. Assessment fees for these exams are currently set at 50% of the current in-county tuition rate (as of July 1, 2022). *CCBC Continuing Education students who have completed a workforce training related to a CCBC credit course or program, interested in utilizing department exams for credit, should contact PriorLearning@ccbcmd.edu to see if they qualify for a fee waiver.*

3. In most cases, credits awarded for CCBC Departmental Examinations are NOT transferrable to other higher education institutions. Students would need to meet with the CPL Coordinator and/or Subject Matter Faculty Expert (SMFE) within the department to complete appropriate paperwork.

4. The assigned SMFE is accountable for documentation and record keeping of copies of all completed paperwork sent to the Registrar's Office. Case notes, rubrics, graded materials, or other items SMFE use in assessing CPL credits awarded for each student must be sent to PriorLearning@ccbcmd.edu to be housed in an encrypted SharePoint library, as well as their own office.

IV. Military Trainings and Courses Procedures

Military coursework/Credit by Military Experience: Veterans and active-duty military may be granted credit for military service school courses and skills if approved by the SMFE, Academic Dean or designee, and/or recommended by American Council on Education (ACE). Students may check for ACE recommended courses at <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/military-guide-online.aspx>.

V. Military CPL Protocol

A. Background:

CCBC has a procedure in place to evaluate JST transcripts, along with the Exhibits which submitted by students through ACE. The review and evaluation of Military credits is free to the student. The Registrar's Transfer Evaluation Team and academic advisors utilize the SHATATR Banner screen to view outcomes of previously established course equivalencies. The review of new courses and occupations will reoccur as needed. Below is the general process to assist students in applying for Military coursework: [Credit by Military Experience \(ccbcmd.edu\)](https://ccbcmd.edu/Credit-by-Military-Experience).

B. Process:

1. Students need to send official JST, CCAF, or other official organizational military learning transcript/scores to:

CCBC Registrar's Office
7201 Rossville Blvd. Baltimore, MD 21237

2. **For transfer credit consideration, students must submit official transcripts to the Registrar's Office and request an [evaluation of transfer credit](#).**

Upon receipt of the official JST transcript and Transfer Evaluation Request Form, the Registrar's Transfer Team will officially review the information and apply applicable course information to the official transcript.

3. Please allow up to 3 weeks for processing, depending upon the time of the year.
4. Students will receive an email notification via their CCBC account that the evaluation of transfer credit has been completed.

C. Questions about the evaluation: If a student has questions related to the final transfer evaluation, email transfereval@ccbcmd.edu.

1. Students may [request an evaluation of transfer credit](#) to have their transcript re-evaluated by the Registrar's Office Transfer Team.
2. Students must specify which military course title and ACE number they are attempting to transfer to CCBC. For example, Criminal Investigation: ARMY 17280027v1 05/70-12/48. Students may retrieve this information directly from JST.
3. If the Transfer Team concludes that transfer work may be applicable to a course/program, the team will reach out to PriorLearning@ccbcmd.edu. Based on the discussion between the transfer staff and the Coordinator of Transfer and Degree Acceleration, along with the review of the Course or Occupation Exhibits (similar to a syllabus or CCO but for military), there may be a completed re-evaluation. Both exhibits can be located at ACE Military Guide - Catalog Search (acenet.edu).
4. Where appropriate, the Coordinator of Transfer and Degree Acceleration will collaborate with academic departments to determine if the requested courses fulfill course and career objectives. Course content must cover at least 70% of the learning objectives of the Common Course Outline for the CCBC course.
5. After the determination is made, the Registrar's Office Transfer Team will be notified of the results. In turn, the Transfer Team will apply the information to the official transcript and notify the student of the outcome. Depending upon the time of year, this process may take several weeks to finalize.

VI. Credit by Programs Evaluated by ACE

Students may be granted credit for courses or programs offered by employers, professional organizations and other agencies if those courses or programs have been evaluated and recommended for course credit by the American Council on Education (ACE). CCBC is not obligated to accept every recommendation made by ACE.

A. American Council on Education

1. Refer to the American Council on Education's National Guide to College Credit for Workforce Training at <https://www.acenet.edu/National-Guide> to determine if the student's employee training program has been recognized for credit.
2. If the training program has been recognized for credit by ACE, the student needs to request a transcript by utilizing the CREDIT Online Transcript System found at <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Request-Transcripts.aspx>. ACE will send the transcript to CCBC on behalf of the student.
3. **For transfer credit consideration, students must submit official transcripts to the Registrar's Office and request an evaluation of transfer credit.**

VII. Portfolio Assessment

The Portfolio option is best suited for individuals who have significant training and/or work experience in one area. It is also a viable option for students who dislike testing.

Students interested in this option must have:

- adequate writing skills
- time to write the portfolio
- commitment to the process, as writing a portfolio requires a substantial amount of work.

A fee is due in advance of the faculty assessment of the portfolio. Students must meet with an assigned Subject Matter Faculty Expert (SMFE) to build and review the portfolio. Based upon the faculty member's assessment, a student may be asked to submit additional information or complete other evaluation requirements. If the portfolio is evaluated and credit is recommended, the student's transcript will reflect a "PR" for the course. Credits awarded for CCBC CPL Portfolio are typically NOT transferrable to other higher education institutions. Students must meet with the CPL Coordinator and/or SMFE within the department to complete an 'Approval of Credit' form and submit it to the Registrar's Office. The assigned SMFE is accountable for documentation and record keeping of copies of all completed paperwork sent to the Registrar's Office. Case notes, rubrics, graded materials, or other items SMFE use in assessing Prior Learning Assessment credits awarded for each student must be sent to PriorLearning@ccbcmnd.edu to be housed in an encrypted SharePoint library, as well as their own office. Assessment fees for Portfolios are currently set at 50% of the current in-county tuition rate (as of July 1, 2022). *CCBC Continuing Education students who have completed a workforce training related to a CCBC credit course or program, interested in utilizing*

department exams for credit, should contact PriorLearning@ccbcmd.edu to see if they qualify for a fee waiver.

VIII. Industry Certification, Licensure, and Apprenticeship

A. Apprenticeship Training Registered through the Maryland Apprenticeship and Training Council, or Other CCBC-Approved State or Federally Registered Apprenticeship

A student may qualify for college credits for the satisfactory completion of an apprenticeship training program registered with the Maryland Apprenticeship and Training Council, another state apprenticeship agency, or the U.S. Department of Labor. Students would need to meet with the Prior Learning Assessment Coordinator and/or Subject Matter Faculty Expert (SMFE) within the department to complete the appropriate paperwork and send it to the Registrar's Office for processing.

B. Industry Credentials Cross-walked by CCBC

Faculty Evaluators have reviewed industry recognized certifications and licenses to recommend college credits within a Memorandum of Understanding (MOU), and courses have been cross-walked to indicate what the credits awarded would be. Students would need to meet with the Prior Learning Assessment Coordinator and/or Subject Matter Faculty Expert (SMFE) within the department to complete the appropriate form and send it to the Registrar's office for processing.

IX. Credit for Other Types of Non-traditional Learning Experience

Students who have learning experiences, other than those listed in this Prior Learning Assessment Guide, must follow procedures for Prior Learning Assessment Portfolio and/or Departmental Exam to potentially earn credit for prior learning. After an evaluation, Subject Matter Faculty Experts may recommend additional Industry Credentials be added to the CCBC cross-walk.

X. Student Prior Learning Assessment Credit Re-Evaluation Process

The Prior Learning Assessment credit re-evaluation process applies to the following situations:

A. The student has been assigned inappropriate credit or non-credit for the Prior Learning Assessment requested.

B. It has been more than seven weeks since the student submitted their CLEP or DSST test scores or their official AP, Armed Forces Military, ACE, or IB Transcript/Scores to CCBC; or

C. It has been more than seven weeks since completing the paperwork for internal CCBC Prior Learning Assessment with their SMFE (Articulated Credit, Credit for Portfolio, or Credit for Departmental Exam).

Any inquiry regarding expected credit for Prior Learning not posted to the student's record within seven weeks of submission to the Registrar's Office should be made to the Transcript Evaluation Team by emailing transfereval@ccbcmd.edu from the student's CCBC email account. The Transcript Evaluation Team will research the situation and respond to the student within three business days of the receipt of the inquiry. The response will outline the specific action taken to address the inquiry (e.g., referral to SMFE).

If the situation is outside the purview of the Transcript Evaluation Team, the Team will refer the matter to the Prior Learning Coordinator. The student will be notified of the referral via their CCBC email account. The Prior Learning Coordinator will inform the student of the next steps needed and will apprise the Transcript Evaluation Team of the required remedy.

Students may request a re-evaluation of transfer credit by submitting a [Transfer Evaluation Request Form](#) (3rd option on the form); *"Please evaluate the courses specified in the question below. Select this option if you had an evaluation completed previously and you are submitting updated transcript(s) with new coursework."*

XI. Program Specific CPL Procedure Handbooks

The following listed *Program Specific CPL Procedure Handbooks* below were developed by the academic department's Subject Matter Faculty Experts (SFME's) to outline program specific procedures for earning credit for prior learning within these fields. Please visit the CCBC CPL website or email PriorLearning@ccbcmd.edu to receive an updated copy of one of these documents.

- A. Program Specific CPL Procedure(s): Allied Health AAS Degree
- B. Construction Craft Professional CPL Procedures:
 - 1. *Construction Craft Professional CPL Internal Procedures*
 - 2. *Construction Craft Professional CPL Procedures - Student Version*
- C. Program Specific CPL Procedures(s): Global Studies Credit Certificate
- D. Program Specific CPL Procedures(s): General Studies CPL Accelerated AA Degree
- E. Reverse Industry Articulation CPL in Criminal Justice Studies into Continuing Education Workforce Private Investigator Certificate of Completion
- F. Reverse Industry Articulation CPL in Real Estate Principles and Practices into Continuing Education Workforce Real Estate Salesperson Certificate
- G. World Language Placement Guidelines & World Language CPL Procedures