Prior Learning Assessment and Recognition (PLAR)
Tips for a Better Application!

Please be advised the following courses cannot be PLAR:

- ***EE1180 Curriculum I***
- ***EE1181 Curriculum II***
- ***EE2180 Curriculum III***
- ***EE1290 Positive Behaviour Guidance***
- ***EE2555 Advance Behaviour Guidance***
- ***EE1360 Observation***
- ***FW1610 Field Placement II***
- ***FW 2605 Field Placement III***
- ***FW2610 Field Placement IV***

First, review the ECE program courses and topic summaries - **Course Summaries** to ensure you have a good understanding of the course and the necessary prior learning needed for the course you wish to PLAR.

You can PLAR more than one course, however **each course** you wish to PLAR **needs to have a separate application.**

Start preparing early and mark the due date for the PLAR application. Give yourself ample time to gather all documents and complete the application.

Before You Start the Application

1. Read through the PLAR application. Make **note of what information you will need to have readily accessible before you start the application process for that course** (for example: transcripts and course outlines for courses not completed at CNA).
2. **NOTE**: The PLAR Application should only contain information needed for the course you are PLARing. Do not include information or documentation that is not relevant to the course. For example, if you PLARing Creative Experiences I course, and you have documentation of a WHIMS course – these are not related or compatible.
3. **Gather all the require documentation for the course you wish to PLAR as applicable**: Course outlines and transcripts (from previous post-secondary education and training that was not completed at CNA), copies of PD Certificates (workshops, conferences, webinars, etc.). This would involve emailing or calling previous post-secondary institutions well in advance. Ensure you have copies of the documents to attach to the application when it is completed and before the deadline date – **documentation MUST be submitted the same time as the application. Note: Your application will be much stronger when the documentation provided is appropriate for the course(s) being PLARed as it will show your prior learning and knowledge.**
4. You have all your documentation – GREAT! If you have paper copies of your documentation you will need **to scan these documents to have an electronic copy** in order to upload them with your application. These need to be emailed to ols.ece@cna.nl.ca
5. **Write up a draft response** to what activities and/or experiences you have that are equivalent learning for the course you are PLARing (sections on the application are Employment Experience, Education/Training and Independent Study).

6. Now you are ready to start the PLAR Application Process!

Completing the PLAR Application

1. **Review** the whole application again to ensure you have all the necessary information needed before you begin (student information, course information and dates, overview of activities and experience and supporting documentation).
2. Ensure you **complete all sections** on the application.
3. When completing the last 3 sections on the application you are to show your knowledge, education and experience which makes you feel confident of the PLAR challenge. When relating to your prior learning keep the following in mind:

    - **Employment Experience:** Give great details of your work experience.
        - Name and location(s) of the place(s) you have work while in the field, including the number of years with each place.
        - Explain what your role is (was), what have you done and how it relates to the topics being covered in the course you are PLARing.
    - **Education/Training:** Give details and lists of courses/training completed with another college/university that relates to course topics.
        - Include the name of the educational institution, program completed, courses that relate to the course you are PLARing. For example: If you formerly completed a program in Child and Youth Studies, you need to demonstrate in the application, how the courses support the equivalent learning to the course you are PLARing.
        - Here is also where you would list any professional development opportunities you may have taken that relates to the course topics you are PLARing. Ensure you give details about what the PD was about. This may be a workshop completed through AECENL as an example.
        - **This section is where your supporting documentation is important**. For example, if you are listing a course from a different program that is relevant to the course you are PLARing, you will need a copy of your transcript to confirm successful completion of that course and a copy of the course outline to show compatibility and equivalence.
        - **You do not need to list the courses you have taken to date in the CNA's ECE program. In addition, you do not need to send a CNA transcript, or your First Aid Certificate as part of the PLAR application.**
    - **Independent Study:** Give great details of what you are going, or you have done independently.
        - Some things might be, but not limited to: A hobby, personal research, a blog you follow or write, a weekly activity you are engaged in – something that you enjoy doing and can bring to your program and is giving you knowledge on the course topics.
4. Both the application and supporting documentation need to be sent on the same day. Therefore, once you hit the submit button on the application, you need to then send the supporting documentation to ols.ece@cna.nl.ca **. PLAR Applications WITHOUT applicable supporting documentation cannot proceed onward to the next stage of the PLAR process and will be denied.**

Good Luck!