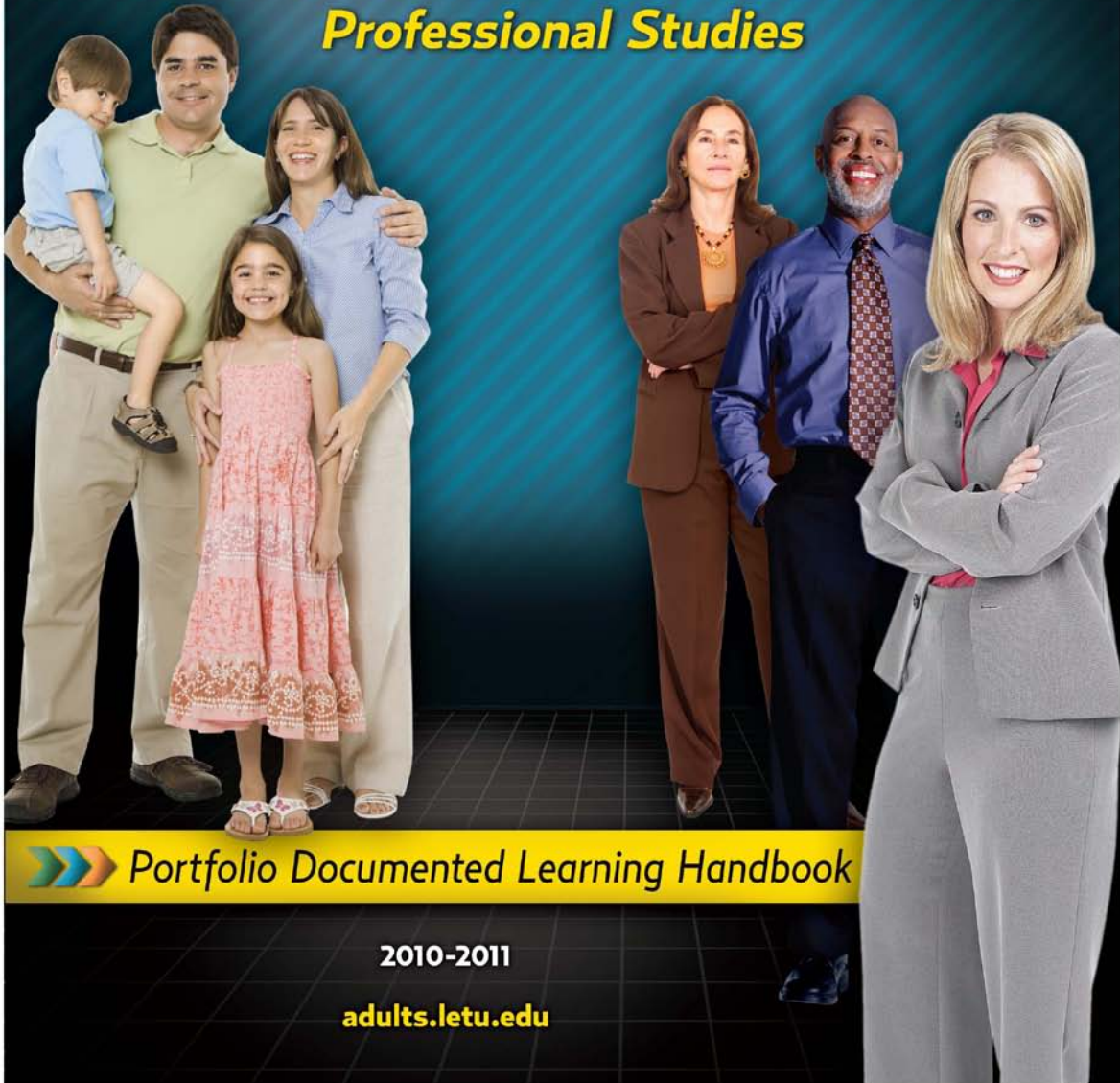




LeTourneau
UNIVERSITY

***School of Graduate and
Professional Studies***



Portfolio Documented Learning Handbook

2010-2011

adults.letu.edu

TABLE OF CONTENTS

INTRODUCTION	4
PORTFOLIO CATEGORIES	4
DOCUMENTATION	6
LEARNING OUTCOME STATEMENTS	8
EVALUATION AND PROCEDURES	9
SUBMISSION DATES AND DEADLINES	10
ADDENDUM TO PORTFOLIO	11
PORTFOLIO REQUEST FOR PREVIOUSLY ASSESSED CREDITS	11
FORMAT	13
FORMS	15
ORDER OF CONTENTS	16
FREQUENTLY ASKED QUESTIONS	17
PRE-ASSESSED LICENSES AND CERTIFICATIONS	20
LETTER OF COMPLETION EXAMPLE	26
LEARNING OUTCOME STATEMENT EXAMPLE	31
REGISTRAR'S REPORT EXAMPLE	33
COVER SHEET EXAMPLE	34
TABLE OF CONTENTS EXAMPLE	35

These forms are included in this handbook for viewing and duplication purposes only. The forms may be completed at www.letumydegree.com/portfolio-links.asp.

PORTFOLIO COMPLETION CHECKLIST
CONSENT FOR RELEASE OF PORTFOLIO MATERIAL
PORTFOLIO ASSESSMENT REQUEST FORM
PORTFOLIO REQUEST FOR PREVIOUSLY ASSESSED CREDITS
PETITION FOR CREDIT FOR PROFESSIONAL COURSES
PETITION FOR CREDIT FOR LICENSES AND CERTIFICATIONS
PETITION FOR CREDIT FOR PROFESSIONAL COLLEGES AND SCHOOLS
PETITION FOR CREDIT FOR LANGUAGE PROFICIENCIES

1.0 PORTFOLIO – DOCUMENTED LEARNING

INTRODUCTION

Portfolio is a method by which students may earn academic credit for college-level learning completed outside of the traditional classroom setting. Although the ideal learning environment is a classroom setting, learning may occur through videos, online distance learning, computerized visual aids or other learning settings. Daily on-the-job training or projects do not qualify for portfolio credit. Portfolio is designed to assist adult learners in attaining their academic and career goals by validating their professional competencies. Credit is granted for college level learning and not for the experience alone. Credit is not awarded for duplicating previous or future coursework. Expect to invest time and effort in the portfolio process.

1.0 Portfolio Categories

Students may petition for credit through portfolio in four categories: Professional Courses, Professionally Accredited Colleges and Schools, Licenses and Certifications and Language Proficiencies. Students may petition in one category or a combination of any or all categories.

1.1 Professional Courses

Professional Courses are courses students may have completed individually or through an employer. If a number of courses were taken in a specific subject area the courses may be combined to optimize the amount of credit awarded. The following are types of professional courses which qualify through portfolio:

- Workshops
- Conferences
- Seminars
- Training meetings/In-services
- Courses completed through a college's school of continuing education
- Classroom teacher's aide experience

1.2 Professional Colleges and Schools

Professional Colleges and Schools are schools which are not regionally accredited. Generally courses from regionally accredited schools transfer directly into a student's program at LeTourneau with a grade of "C" or better. If a course is presented on a transcript from a regionally accredited school, but the course does not transfer, it cannot be submitted through portfolio. The following are types of professional colleges and schools which qualify through portfolio:

- Colleges and schools which are not regionally accredited
- Community colleges offering courses through their school of continuing education
- Professional colleges and schools accredited through an accreditation body other than one which is regionally accredited

1.3 Licenses and Certifications

Licenses and Certifications allow a student to carry out a task or duty which the student would otherwise not be allowed to perform. The following are some of the types of licenses and certifications which may qualify through portfolio:

- Real estate license
- Aviation certificates
- Stock broker licenses
- Nursing assistant certification
- Computer certifications
- Engineering certificates
- Cosmetology license

Certificates received at the completion of a course or seminar should not be confused with a certification or license a person is granted in order to perform a certain task or duty. Several licenses and certifications have been reviewed and are included in the list of Pre-Assessed Licenses and Certifications referred to starting on page 20. If the license or certification is listed the only piece of documentation required is a copy of the license or certificate itself placed into portfolio format. Otherwise students must submit third party documentation on what is required to obtain a license or certification.

1.4 Language Proficiency

The Language Proficiency category is provided for students who are proficient in a foreign language. Credit will not be awarded to students who have previously transferred the same foreign language credit from regionally accredited schools or CLEP tests. Students with fluency in Spanish, French and/or German should consult the alternative credit coordinator to take the appropriate CLEP test. Documentation should verify oral proficiency and reading and writing skills. A maximum of 12 semester hours may be awarded for college-level documented learning in the Language Proficiency category.

Sign language does not qualify in this category. However formal courses/classroom hours to learn sign language may be submitted under Professional Courses.

2.0 DOCUMENTATION

Documentation is complete when three areas of criteria are met for each course:

- Content
- Hours
- Verification of completion

2.1 Content

Each course submitted must include a course description. The description can come from:

- A flier
- A school catalog
- A table of contents from the curriculum used
- A copy of the syllabus
- A letter from an employer or trainer

2.2 Hours

Hours are necessary to determine the number of credits a student will receive for each course completed. Credit is calculated as follows:

- 20 classroom hours = 1 semester hour of credit
- 2 continuing education units = 1 semester hour of credit
- 30 lab hours = 1 semester hour of credit
- 30 classroom teacher's aide experience hours = 1 semester hour of credit

A certificate of completion or classroom hour verification referring to units of measure other than continuing education units will be treated as classroom hours.

One of the following verifications of classroom hours is needed for each course:

- A signed certificate of completion which specifies classroom hours, lab hours or continuing education units.
- An official transcript from the institution offering the course which specifies classroom hours, lab hours or continuing education units.
- A course description from a college catalog or equivalent which specifies classroom hours, lab hours or continuing education units.
- A Letter of Completion from an employer or sponsoring entity specifying the number of classroom hours, lab hours or continuing education units.

2.3 Verification of Completion

Any of the following methods may be included in your portfolio to verify a course has been completed:

- A signed certificate of completion
- An official transcript
- A signed Letter of Completion from an employer or trainer

2.4 Letter of Completion

A Letter of Completion may be used as documentation to replace items 2.1, 2.2 and 2.3. Documentation will be considered complete with a signed and dated letter, with each page written on company letterhead from (a) the employer with which a student was employed at the time the classes were taken or (b) the trainer (sponsoring entity) from which the courses were taken specifying the following:

- Date of course
- Name of course
- Number of classroom hours, lab hours or continuing education units
- A brief description of the course

Letters of Completion must be written in third person with specific reference to the person for whom the training is documented. Please see page 26 for an example of a Letter of Completion.

3.0 LEARNING OUTCOME STATEMENTS

Each student petitioning for Portfolio Documented Learning credit is required to submit a Learning Outcome Statement for each topic area in the portfolio. The Learning Outcome Statements are provided in addition to and separate from other portfolio documentation. The statement must be a minimum of 1 ½ - 2 pages in length per topic, explaining the outcome of the student's learning. The essay should include:

- What the student learned and how it has been applied in the student's work or personal environment
- What new skills and abilities did the student gain from this training? How has this training helped the student reach his/her goals?

An example of a Learning Outcome Statement is provided on page 31. One outcome statement may be used to cover a broad range of training if all training applies to one topic. Evaluators are looking for college level writing and critical thinking skills.

4.0 EVALUATION AND PROCEDURES

LeTourneau University adheres to the academic standards established by its governing body, the Southern Association of Colleges and Schools (SACS) and guidelines set forth by the Council for Adult and Experiential Learning (CAEL) as the method by which portfolios are evaluated. Procedures established for the evaluation process are in compliance with SACS and CAEL.

4.1. Criteria for Evaluation

The following criteria apply to the portfolio evaluation process:

- Credit should be awarded only for learning and not for experience acquired through daily job training. On-the-job training is defined as daily training for a specific job or duty where the training takes place during the course of a person's regular/routine job.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that shows balance between theory and practical application and is appropriate to the subject.
- Competence levels and credit awarded is made by academic experts and must include appropriate subject matter.
- Credit should be appropriate to the academic context in which it is accepted.
- Student generated documentation will not be evaluated.

4.2 Evaluators

Evaluators are LeTourneau University faculty or outside consultants with advanced degrees. They are chosen for their expertise and professional experience. Evaluators adhere to the guidelines established by the Academic Services Office, based on the guidelines developed by the Council for Adult and Experiential Learning (CAEL), the American Council on Education (ACE) and the National Program on Non-Collegiate Sponsored Instruction (PONSI).

4.3 Awarding of Credit

Evaluators will review the documentation provided to determine authenticity and whether college-level learning has occurred. The maximum amount of credit awarded through the portfolio process is 30 credits. Generally elective credit is awarded. General education credit is awarded at the discretion of the evaluator, based on documentation content. Bible credit is not available through portfolio.

4.4 Transfer of Credit

Portfolio credit is available to students after the application process is complete and the student's file has been assessed. Payment in full of all appropriate fees and credits must be

made prior to hours being transferred to a student’s audit. Payment must be made at one time within 30 days of receiving the Registrar’s Report.

4.5 Portfolio Assessment Fees

Portfolio processing fees are as follows:

- Processing Fee \$75.00/per submission
- Reassessment Fee \$75.00/per submission
- Transcription Fee \$50.00/credit awarded

The processing fee is due at the time the portfolio is submitted. Transcription fees are due within thirty days of receiving the Registrar’s Report. This report is sent to the student’s LETU email. Refer to page 33 for an example of the Registrar’s Report. The report itemizes a student’s credit and includes payment information. Failure to submit full payment within 30 days will result in forfeiture of credit. Payment for portfolio hours may also be made at www.letu.edu/studentpayments.

Partial payment for credit through portfolio will result in forfeiture of any remaining credit awarded unless the original portfolio is resubmitted along with a Portfolio Request for Previously Assessed Credits Form. Portfolio addendums and requests for reassessment may be submitted as often as desired for the maximum of thirty credits.

4.6 Submission Dates and Deadlines

Please allow 4 to 6 weeks for the portfolio evaluation process once submitted. The following are suggested submission dates:

- After registration into LeTourneau University’s adult program
- No later than one year after entering Core. This timeline allows for portfolio credit to be awarded in order to avoid unnecessary delays in meeting graduation requirements. Such delays may occur when the number of portfolio credits received is less than expected and additional coursework is required.

In compliance with appropriate policies and filing dates for graduation, portfolios submitted to receive credit to meet graduation requirements must be received and credits paid for by the following deadlines:

Graduation Month:	Submission Deadline:	Payment Deadline
December	August 15 th	October 1 st
May/August	December 15 th	February 1 st
August Non-Participants	April 15 th	June 1 st

Portfolios may be hand delivered to your academic advisor. If you prefer you may mail your portfolio with a tracking record (i.e. USPS, UPS, Fed Ex, etc.) to the site where you attend class.

Austin/Longview/Tyler/Online

LeTourneau University
2100 S. Mobberly Ave.
Attn.: Krista Morris Lehman
Longview, TX 75602

Dallas

LeTourneau University
7920 Beltline Rd.
Suite 1100
Attn.: Academic Advisor
Dallas, TX 75254

Bedford

LeTourneau University
4001 Airport Freeway
Suite 100
Attn.: Academic Advisor
Bedford, TX 76021

Houston/Westchase

LeTourneau University
1233 W. Loop South
Suite 900
Attn.: Academic Advisor
Houston, TX 77027

4.7 Addendum to Portfolio

An addendum to a portfolio previously evaluated may be submitted. The original portfolio is resubmitted and includes the following in the addendum:

- Additional Assessment Request Form
- Necessary Petition for Credit Form(s)
- Addendum documentation showing completion, hours and content
- Appropriate Learning Outcomes Statement(s) relating to the addendum

Insert each into a sheet protector and place in front of the original portfolio binder along with the processing fee leaving the original portfolio documentation intact. A cover sheet marked "Addendum" should be used as the first sheet for the addendum.

Addendums may be submitted as often as desired for the maximum of 30 credits earned through portfolio. The processing fee for each submission is \$75.00.

4.8 Portfolio Request for Previously Assessed Credits

If a student has submitted an original portfolio and received credits, but chose not to pay for all credits received, the student may re-submit the original portfolio for additional credit. The original portfolio is submitted, along with a completed Portfolio Request for Previously Assessed Credits Form. The form is placed in the front pocket of the portfolio binder, along with the reassessment fee of \$75.00 and the original Registrar's Report if available. The portfolio is then delivered to the appropriate academic advisor or sent to the Alternative Credit Coordinator.

4.9 Appeal Process

If a student does not agree with the registrar's report they have 14 days from the receipt of the report to contact the Alternative Credit Coordinator in Longview via email or phone. The Alternative Credit Coordinator will then discuss any issues with the lead evaluator or other academic services staff. Documents requested by the Alternative Credit Coordinator must be submitted upon request and in a timely manner.

5.0 FORMAT

Portfolios are compiled and submitted in a specific format. This format is the method by which the portfolio can be best organized and evaluated as a documentation of prior learning experience.

5.1 Binder

The portfolio must be contained in a sturdy three-ring binder with front and back pockets. The front of the binder should provide access for insertion of a cover sheet. Your name and student identification number must be affixed to the binder spine.

5.2 Protective Covers

All materials except the front pocket contents must be placed in plastic protective covers. Both sides of the protective covers may be used.

5.3 Dividers

Each section of the portfolio must be labeled by a tabbed divider. The tabbed dividers are:

- Table of Contents
- Resume
- Portfolio Assessment Request Form
- Petition for Credit Form(s)
- Documentation
- Learning Outcome Statement(s)

5.4 Page Format

All written material must be in English, typed or printed and double-spaced. The typed or printed material must be on white 8 ½ x 11 inch paper. Except for titled pages one inch margins should be used throughout the portfolio. With the exception of divider pages all pages of the portfolio must be numbered consecutively at the bottom center of each page.

The Publication Manual of the American Psychological Association (APA) may be used for additional format considerations.

5.5 Documents

All documents such as licenses and certifications should be copies rather than originals. The originals must be available if requested by the portfolio evaluators or Alternative Credit Coordinator.

5.6 Pocket Contents

The front pocket of the binder should contain the following:

- The Consent for Release of Portfolio Materials Form
- The Portfolio Completion Checklist Form
- A check for the \$75 processing fee made out to LETU. The processing fee may also be paid at www.letu.edu/studentpayments. Please include a printout of your receipt if paying online.

5.7 Cover Sheet

A cover sheet must be provided in two places:

- On the front of the binder under a clear cover
- At the very beginning of the portfolio. This is the first page you see as the binder is opened.

The word Portfolio should be centered at the top of the page. Underneath that heading, center your name, program (i.e. BBA, BBM, TEACH, PSY, etc.), site you attend, student ID number, the submission date and the words LeTourneau University. Please see page 34 for an example of a cover sheet.

5.8 Table of Contents

Please refer to page 35 for an example of a correctly formatted Table of Contents. The accuracy of numbering pages is important. If documentation cannot be located from the Petition for Credit Forms and the Table of Contents, credit may not be awarded.

5.9 Resume

Please include a current resume. The objective of the resume is to provide an introduction and outline your background, education and training experiences for the evaluator. Resume help is also available at <http://adults.letu.edu/career-services.asp>.

5.10 Electronic Submission of Portfolio

Students have the option of submitting their portfolio on a CD/DVD or as an email attachment. Please contact the Alternative Credit Coordinator at 800-388-5327 for further instructions. Please check that all documents are readable and have been scanned for viruses before submission. All documents must be in a version of Word 97 or higher or Adobe. Instead of using tabbed dividers students should make a page with the divider name. Materials that would have gone in the front pocket should be submitted as the first pages of the electronic portfolio.

6.0 FORMS

The following forms must be completed and included in the front pocket of the portfolio:

- The Portfolio Completion Checklist Form
- Consent for Release of Portfolio Material Form

The following form must be completed and placed in a clear plastic cover behind a tab labeled Portfolio Assessment Request Form. The form confirms the student's demographic information and must be signed to indicate the student is requesting an assessment of prior learning based on documentation submitted in portfolio format.

- Portfolio Assessment Request Form

The following form(s) must be completed and placed into a clear plastic cover behind a tab labeled Petition for Credit Forms.

- Petition for Credit Form(s)

The forms show the exact location of the documentation in the portfolio. Complete a block for each course. Please list only one license/certification or course per block. Please be precise when completing the petition forms.

Forms are located in the back of this handbook for duplicating purposes. The forms are also available at www.letumydegree.com/portfolio-links.asp.

7.0 ORDER OF CONTENTS

Portfolios must be assembled in the following order:

- Cover Sheet
- Table of Contents
- Resume
- Portfolio Assessment Request Form
- Petition for Credit Form(s) in the following order as applicable:
 - Professional Courses
 - Professionally Accredited Colleges and Schools
 - Licenses and Certifications
 - Language Proficiencies
- Documentation showing completion, hours and content for each course should be inserted in the same order as listed on the Petition for Credit form(s)
- Learning Outcome Statement(s)

FREQUENTLY ASKED QUESTIONS

It is our hope that the following FAQ's will assist you as you work through the portfolio process.

1. How many hours can I earn through portfolio?

Answer: A maximum of 30 hours may be earned through portfolio.

2. How do I know when my portfolio is received?

Answer: You will be emailed stating the date the portfolio was received. It may take up to 5 days from the date of receipt of the portfolio to receive confirmation.

3. If I mail my portfolio why do I have to go to the expense of including a tracking record on my portfolio?

Answer: The tracking record is for the student's benefit. A portfolio has never been lost, but it has been necessary to track a portfolio from time to time to determine why it didn't reach its destination. Students may use USPS, UPS, Fed Ex or other similar company.

4. How long does the portfolio process take?

Answer: Please allow 4 to 6 weeks from the date we receive your portfolio until the hours awarded can be placed onto your transcript.

5. Can I receive general education credit (i.e. math, science, humanities, Bible, history, literature, etc.) through portfolio?

Answer: Approximately 95% of all credit awarded through portfolio is general elective credit. Math credit must be calculus level; science credit cannot be nutrition based. The portfolio must show college level learning. Bible credit is not awarded through portfolio. It is up to the discretion of each evaluator to award general education credit when proper criteria are presented for evaluation.

6. What if I receive more credits than I actually need to fulfill my elective requirements?

Answer: If you receive more credits than you need you will only pay for only those credits which you need.

7. How do I know how many hours of electives I need?

Answer: Please view your personal degree audit online or contact your academic advisor.

8. I've had several emergency situations which made it impossible to submit my portfolio until now. I know it's outside the time frame required in order that I may graduate. Can you please make an exception to the policy?

Answer: While every effort is made to have each portfolio evaluated as soon as possible, portfolio submissions increase in order to meet graduation requirements for May, August and December. Please see page 10 of the Portfolio Handbook for submission deadline information. Portfolios are evaluated in the order in which they are received and deadlines cannot be extended.

9. I need 9 hours to graduate. I only received 8 through portfolio. What can I do?

Answer: Submission deadlines (page 10) are in place in order to assist the student with meeting graduation requirements. Once a portfolio is submitted and an evaluation returned an Addendum to the portfolio is required to reprocess it for reevaluation. The \$75.00 Addendum processing fee applies. You may also contact the Alternative Credit Coordinator who can help you with other credit options.

10. Where can I get the forms I need to complete the portfolio process?

Answer: These forms are available in the back portion of the Portfolio Handbook for copying purposes. They can also be found online at www.letu.edu/degree/portfolio-links.asp.

11. How do I pay for my portfolio?

Answer: Credit and debit card payments may be made online at www.letu.edu/studentpayments or by calling student accounts. You may also send payment to LeTourneau University via check. Please indicate that your payment is for portfolio tuition hours and include your student ID number on your check.

12. I don't have funds available to pay for my portfolio in full. May I make partial payments?

Answer: Unfortunately due to inter-departmental processes partial payment of portfolio credit is not an option. If you are unable to pay for your portfolio credit within the 30 day timeframe required, please contact the Alternative Credit Coordinator in Longview.

13. What if I paid for partial credit awarded and forfeited the remaining credits but decide later in my program that I needed the credits I forfeited?

Answer: You may submit your original portfolio along with a Portfolio Request for Previously Assessed Credits Form. Please refer to Section 4.8 of the Portfolio Handbook for additional information regarding this type of submission.

14. What if I have an expired license or certification? Can it still be used?

Answer: Yes, if the license or certification was received post high school. If the license or certification is pre-assessed a copy of the license or certification is the only piece of documentation needed. Learning Outcome Statements are separate from documentation and must be included with any license or certification. If not pre-assessed please provide third party documentation as to what it took to receive the license or certification.

15. Can you tell me how the portfolio process works?

Answer:

- (1) Portfolios are routinely received each day. Each portfolio is reviewed for proper documentation, forms, inclusion of processing fee and Learning Outcome Statements. Upon review the student is emailed. Portfolios are placed in an area marked for pickup by evaluators.
- (2) Evaluators pick up portfolios and return portfolios on a regular basis.
- (3) Upon return of the portfolio, a Registrar's Report is prepared reflecting the number of hours awarded. This report is emailed to the student's LETU email account.
- (4) Upon receipt of the Registrar's Report, the student pays the transcription fees.
- (5) The hours are processed to be placed onto the student's transcript.
- (6) The student receives an email at their LETU account confirming the hours have been placed onto the student's transcript.
- (7) The portfolio is returned to the student via Lone Star Overnight or it may be picked up at your educational center.

The entire process takes 4 to 6 weeks.

16. I have teacher's aide experience at my local ISD. Could I use this as portfolio credit?

Students who have served as a classroom teacher's aide do have the opportunity to earn elective credit through the portfolio process. These hours can also count for those TEACH students who are petitioning for six hours of credit to substitute for student teaching. This means the student is planning on completing an internship, post-degree. Classroom teacher's aide positions qualify if they are at a school approved by the state board of education. Students must work under a licensed teacher. A signed letter of completion on school letterhead from the student's principal or human resources department with a brief description of aide duties and responsibilities as well as the total number of clock hours completed is required. A learning outcome statement is still needed as well as meeting standard portfolio requirements. Thirty clock hours of aide experience equals 1 credit hour. Students may earn elective credit as required by their degree plan up to 20 credit hours for the aide experience.

PRE-ASSESSED LICENSES AND CERTIFICATIONS

NOTE: These credits apply provided they do not duplicate hours previously evaluated and placed onto the student's transcript.

FEDERAL AVIATION ADMINISTRATION LICENSES AND CERTIFICATIONS

Credit is based on the highest earned certification. Credits are not cumulative from certificate to certificate. Additional course work required to maintain a license or certification may be petitioned through Petition for Professional Courses.

- Private Pilot (no credit without license)
 - a) License (40 hrs. flight time minimum) 5 SH
 - b) Airplane Single Engine – Land 1 SH Additional
 - c) Airplane Single Engine – Sea 1 SH Additional
 - d) Airplane Multi-Engine – Land 1 SH Additional
 - e) Airplane Multi-Engine – Sea 1 SH Additional
 - f) Instrument Airplane Rating 2 SH Additional

- Commercial Pilot (no credit without license)
 - a) License (250 hrs. flight time minimum) 6 SH
 - b) Airplane Single Engine – Land 1 SH Additional
 - c) Airplane Single Engine – Sea 1 SH Additional
 - d) Airplane Multi-Engine – Land 1 SH Additional
 - e) Airplane Multi-Engine – Sea 1 SH Additional
 - f) Instrument Airplane Rating 2 SH Additional
 - g) Type Ratings (ea.) i.e. 727, 747, A320, etc. 1 SH Additional/ea

- Airplane Transport Pilot (no credit without license)
 - a) License (1500 hrs. flight time minimum) 8 SH
 - b) Airplane Single Engine – Land 1 SH Additional
 - c) Airplane Single Engine – Sea 1 SH Additional
 - d) Airplane Multi-Engine – Land 1 SH Additional
 - e) Airplane Multi-Engine – Sea 1 SH Additional
 - f) Instrument Airplane Rating 3 SH Additional
 - g) Type Ratings (ea.) i.e. 727, 747, A320, etc. 1 SH Additional/ea

- Ground Instructor Certificate
Instructor must have appropriate pilot's license. Certificates are not cumulative. Credit may be awarded for (a) or (b) or (c).
 - a) Basic License 1 SH
 - b) Advanced License 2 SH
 - c) Instrument Rating 3 SH

- Flight Instructor Certificate

Instructor must have appropriate pilot's license. Certificate (a) and (b) are not cumulative. Credit may be awarded for (a) or (b). However, (c) is in addition to (a) or (b).

- | | |
|-------------------------------------------------|------|
| a) Airplane Single Engine | 1 SH |
| b) Airplane Multi-Engine | 2 SH |
| c) Instrument Airplane (CFII) | 3 SH |
| (CFII – Certified Flight Instrument Instructor) | |

- Flight Engineer Certificate

Certificates are not cumulative. Credit may be awarded for (a) or (b) or (c).

- | | |
|----------------------------|------|
| a) Propeller Powered | 3 SH |
| b) Turbo Propeller Powered | 4 SH |
| c) Jet Powered | 6 SH |

- Pilot's Indoctrination or Refresher or Transition Courses

Duplicative. Not transferable.

FAA Airframe Certificate	15 SH
FAA Power Plant Certificate	15 SH
Inspection Authorization	3 SH

FEDERAL COMMUNICATIONS COMMISSION CERTIFICATIONS

Commercial (Not cumulative)

- | | |
|-----------------------------------------------------------|-------|
| a) FCC General Radiotelephone Operator License (new) | 3 SH |
| With radar endorsement | +1 SH |
| b) FCC First Class Radiotelephone License (old) | 3 SH |
| With radar endorsement | +1 SH |
| c) FCC Second Class Radiotelephone Operator License (old) | 1 SH |

Amateur (Not cumulative)

- | | |
|--------------------------------------------------------------|------|
| a) FCC General Class (Telegraphy and Telephony) | 1 SH |
| b) FCC Advanced Class (Telegraphy, Telephony, Teletype & TV) | 3 SH |
| c) FCC Amateur Extra Class | 4 SH |

PROFESSIONAL ENGINEER CERTIFICATIONS

Professional Engineer (Registered)	9 SH
Professional Engineer (In training)	6 SH
Quality Engineer (Certified by American Society of Quality)	6 SH
Quality Auditor	3 SH
Quality Technician (Certified by American Society of Quality)	6 SH
Certified Manufacturing Engineer-Gen. Manufacturing (Certified by the Society of Manufacturing Engineers)	9 SH
Certified Cost Engineer (Certified by the American Association of Cost Engineers)	6 SH
Certified Systems Integrator (Certified by the Institute of Industrial Engineers)	9 SH

AMERICAN MANAGEMENT ASSOCIATION CERTIFICATE IN GENERAL MANAGEMENT

With completion of a combination of any six 6-week courses for a total of 108 clock hours or 10.8 CEU's (5 SH):

1. Communication Skills for Managers
2. Leadership Skills for Managers
3. Coaching for High Performance
4. Taking Control with Time Management
5. First Line Supervision
6. How to Manage Conflict in the Organization
7. Performance Management
8. Finance and Accounting for Non-financial Managers
9. Managing and Achieving Organizational Goals
10. A Manager's Guide to Safe Hiring, Managing and Firing Practices
11. A Manager's Guide to Human Behavior
12. Making Teams Work

SECURITIES LICENSES
FINRA – FINANCIAL INDUSTRY REGULATORY AUTHORITY

1. Series 3	3 SH
2. Series 4	1 SH
3. Series 6	1.5 SH
4. Series 7	3 SH
5. Series 22	2 SH
6. Series 24	3 SH
7. Series 27	3 SH
8. Series 39	1.5 SH
9. Series 52	2 SH
10. Series 63	1.5 SH
11. Series 65	1.5 SH
12. Series 66	3 SH

TEXAS REAL ESTATE, INSURANCE AND CONTRACTOR LICENSES

1. Texas Real Estate Sales License (after 1/1/06) 10 SH
All additional course work must be petitioned individually through the Petition for Professional Courses form.

Texas Real Estate Sales License (before 1/1/06) 5 SH
All additional course work must be petitioned individually through the Petition for Professional Courses form.
2. Texas Insurance License 2 SH
General Lines -- Life, accident, health, HMO, property and casualty

All additional course work must be petitioned individually through the Petition for Professional Courses form.
3. Claims Adjuster 3 SH
4. General Contractor's Licensing Course 1 SH
Without license
5. General Contractor's License 3 SH

H&R BLOCK COURSES

1. Basic Tax Course	3 SH
2. Intermediate Tax Course	1.5 SH
3. Level I Tax Course	1.5 SH
4. Level II Tax Course	1.5 SH
5. Level III Tax Course	1.5 SH
6. U.S. Returns International Applications	1.5 SH
7. Treasury Card Exam Preparation	1.5 SH
8. Advanced Income Tax (before 1981)	4 SH

TEXAS PEACE OFFICER LICENSE

1. Basic License (before 9/1/85)	16 SH
2. Basic License (after 9/1/85)	20 SH

All additional course work approved by Texas Commission on Law Enforcement Standards must be petitioned individually through the Petition for Professional Courses form.

COMPUTER CERTIFICATIONS

1. MCTS (Microsoft Certified Technology Specialist)	1 SH per exam
2. MCSE (Microsoft Certified Systems Engineer)	12 SH
3. MCPD (Microsoft Certified Professional Developer)	6 SH
4. CCENT (Cisco Certified Entry Networking Technician)	1 SH
5. CCNA (Cisco Certified Network Associate)	2 SH

You may receive credit for certification or coursework, not both. Students may only receive credit for the CCENT or CCNA certifications, not both. Certifications not listed above may be petitioned for credit by showing proof of coursework or certification and hours leading to certification.

OTHER LICENSES AND CERTIFICATIONS

- | | |
|--------------------------------------------------------------------|-------|
| 1. State of Texas Cosmetology License | 20 SH |
| 2. State of Texas Facial Esthetician | 20 SH |
| 3. State of Texas Manicurist License | 20 SH |
| 4. National Association of Legal Assistants
Without course work | 3 SH |
| 5. Emergency Medical Technician | 10 SH |
| 6. Emergency Care Attendant | 2 SH |

403 Industrial Drive
Nacogdoches, TX 75963-2340
936-560-8900/936-560-8998 (Fax)



December 10, 2007

Mr. Richard Berry
Portfolio Consultant
LeTourneau University
2100 S. Mobberly Avenue
Longview, TX 75602

Dear Mr. Berry:

Please accept this letter as confirmation that Steven Kristopher (Kris) Kolb has completed the training courses and programs outlined in the portfolio summary below. Kris has worked for JM Clipper since August of 1994 and began as a press operator working on a late shift. He has held many positions and advanced rapidly in the organization as his contributions are significant. His strong leadership skills and ability to effectively direct a highly involved work team in conjunction with his decision making ability quickly earned him a role as Production Manager. He successfully managed a production crew in graphite technologies for two years. His development skills and ingenuity were instrumental in automating processes and making the production processes more efficient. As this skill developed, he assumed authority over our entire technology group as Research and Development Manager. He has successfully completed many training programs. He has taken those skills passed them onto others as a successful trainer in many cases. Please find a brief description of these programs below.

Portfolio Summary – Steven Kristopher Kolb

Personalisis – Group Personality Training

This training program was conducted on site at the JM Clipper Nacogdoches production facility. The Human Resources Manager, Mike Davis conducted the training which consisted of two eight hour learning session and two hour analysis of my specific personality style. The effect of the training allowed the participant to recognize styles of personality and how these personalities compliment each other in the workplace. The session was an effective extension to a Human Resources course. This was an effective tool that assists workers in developing interpersonal relationships with co-workers. **April 1999 Total 18 hours**

Bryan Dodge – Personal Growth and Finance Training

This was an entertaining and effective lecture and assessment which encompassed many positive sales techniques and personal growth subjects. Bryan Dodge is an extremely effective speaker who had a dramatic effect on all participants with regard to personal and professional motivation. The emphasis on honesty and integrity in the workplace was great and his outlook and teachings was beneficial and reinforcing for professional growth. **April 2004 9 hours**

SolidWorks – Solid Modeling and Computer Aided Drafting Training

This course was conducted at a Houston based Hyatt Hotel. The class was conducted over a one week span and consisted of formal training conducted by a certified instructor of the software manufacturer, Solidworks. This was a basic course which covered the foundation and general concepts of the software package. #D modeling is a popular technique used by drafting and development engineers to replace or compliment traditional 2D packages. **September 2002 40 hours**

Cosmos – Finite Element Analysis Training

Finite Element Analysis is a technology that is utilized by many manufacturers and laboratories to develop and design components. The program is also used to analyze material failures and assist in the determination of failures and occurrences. Cosmos is a complex computer program used to automate the finite element process. Training was conducted on site at the JM Clipper production facility in Nacogdoches as several seats were purchased for a significant price. Training was included with the acquisition of the software package and taught the basic function of the program. **February 2003 40 hours**

JM Clipper EHS Lift Truck Safety Practices Training

Lift Truck training and material transport is a well structured training program which consists of 4 hours class time and instruction in conjunction with a written assessment of the student's knowledge. This training was conducted at the JM Clipper manufacturing facility in Nacogdoches, Texas. An ability assessment in the form of a driving and transport test is conducted as well. The safe, proper and effective use of lift trucks consists of topics such as areas of operation, equipment limitations, equipment pre-inspections, regular maintenance, calibration, and emergency procedures. **January 1995 16 hours**

Monthly Safety Training

Safety Trainings are held weekly for 45 minutes every Thursday in my specific department. The training was conducted at the JM Clipper production facility in Nacogdoches, Texas. The topic covered was very specific to equipment and conducted in a structured format. Typically, videos are shown and the Instructor (typically a supervisor or Human Resources Manager) follows an established curriculum. Topics consisted of Ergonomics, Proper use of Hoists, Proper lifting techniques, Hydraulic equipment safety, first aid, CPR, company specific safety procedure, Hearing protection, Eye safety, Foot protection, Air quality and proper use of respirators. **July 1995 – October 1998 (51 sessions @ 45 minutes each) 38 hours**

Safety Training – Houston Area Safety Council Association – Basic Plus

This was a very comprehensive training program which consisted of a 10 hour (1 day) class which covered Houston area plant safety practices. The training was conducted at the HASC training facility in Deer Park, Texas. The certification allowed the participant to meet the necessary requirements to work as a contractor in many refineries and chemical facilities who were affiliated with the Houston Area Safety Council. The curriculum consisted of all plant safety matters and concerns such as, personal protective equipment (PPE), containment environments, Siren recognition and warning system alerts, release procedures, and first aid.

October 2000 10 hours

Rohm & Haas Site Specific Safety Training

This program was very similar to the HASC training but was more site specific to Rohm and Haas – Deer Park. The training program was conducted at the HASC facility in Deer Park, Texas and reinforced many of the same safety topics such as containment environment procedures, siren alert procedures, and personal protective equipment. **October 2000 4 hours**

Basic Rubber Technology Class (Taken through correspondence as well as in a classroom setting)

This class was taken as the reward of a scholarship and a recipient from the American Chemical Society's A. Wayne Place Memorial Scholarship. The training facility consisted of a Tampa, FL based Radisson Hotel which was held over the duration of one week. The class outlined the history of elastomeric compounds and the chemistry of the popular rubber compounds utilized in industry. Natural Rubber, NBR, SBR EPDM, and Neoprene are some of the compounds on which the instruction was based. Chemical and basic physical properties were outlined as well as their benefit and contribution to rubber compounding. **January 1999 40 hours**

Intermediate Rubber Technology Class

This Class session was taken as a complimentary and more advanced course in Rubber technology. The curriculum consisted of an outline of techniques to mix, compound and process the various compounds that were covered in the basic class. Concentration on fillers, curatives and polymer ratios were the training focus. The class was sponsored by JM Clipper and was conducted by an American Chemical Society volunteer instructor at a Houston based Hyatt. **March 1999 40 hours**

Advanced Rubber Technology Class

The Advanced Rubber Technology course is the last session in this technology series in which advanced content is relayed to knowledgeable participants. The class is conducted by the American Chemical Society and concentrates on advanced concepts such as vulcanization curves, curative theory, durometer and hardness control. Polymer chemistry is the central theme in this session and allows the participant to operate, develop and understand compounding theory. This course was held in a Houston based Hyatt. **May 1999 40 hours**

ASME Boiler Training and Pressure Vessel Repair Class

This class section provides requirements for all methods of construction of power, electric and miniature boilers. The rules for construction of boiler and pressure vessels are complex and require continued training and update for professionals who interact with this equipment. The rules are established and maintained by ASME (American Society of Mechanical Engineers). The class was conducted in a Hilton based hotel in San Francisco and conducted by an ASME volunteer. The material covered basic design rules, recent code updates, safety factors, various metallurgical considerations and repair. **November 2001 40 hours**

JM Clipper Industrial Products Training

Industrial Products Training is a structured class which covers the basic industrial sealing materials that are marketed by JM Clipper. The specialty products are presented in a generic format and basic theory is relayed. Sealing technologies such as gaskets and static sealing devices, mechanical packings, coated fire retardant cloths, rubber extrusions, braided fibers, are covered. Application theory and manufacturing concepts are taught. These components are widely used in general industry and manufacturing environments and the benefit of technical knowledge has had a positive effect on my experiences. **June 1996 24 hours**

JM Clipper Radial Products Training

Radial Products Training is an advanced class that covers all aspects of rotating and dynamic equipment sealing technologies. This training was conducted at the JM Clipper manufacturing site in Nacogdoches, Texas. A solid foundation for the mechanical operations of pumps and related systems are relayed to the student while focusing on the aspects shaft-to-housing joints. The class offers the student a firm understanding of the manufacture of sealing components and how these aspects affect performance in a typical application. Troubleshooting methods are relayed as well as the theory and mode of typical failure modes. **October 1996 24 hours**

Basic Algebra Class – Angelina College

This was a prerequisite for a placement test that was taken and no college credit was awarded. The class consisted of a structured setting with a weekly class of 4 hour segments. The class was conducted on campus in Lufkin, Texas and was sponsored by my employer, JM Clipper. The course duration was 8 sessions. A basic review of variables, expressions and equations was conducted. Percents, linear functions, probability and polynomials were typical subjects covered in the class sessions. **Fall 1995 32 hours**

Microsoft Computer Classes

Several training sessions over the course of 1997 conducted by the IT department at JM Clipper covered popular Microsoft programs such as Microsoft Word, Excel, PowerPoint, and Access. A training session over Microsoft Outlook and Lotus Notes was also covered in these structured settings. Basic tasks as well as advanced formulation theory was relayed which led to a competent ability in these programs. **Various sessions held throughout 1997 Total class time 28 hours**

Basic Spanish Language Class

Basic Spanish classes were sponsored by my Employer as a tool to interact with Spanish co-workers. These classes were held at Stephen F. Austin State University in Nacogdoches, Texas and conducted in a structured classroom setting. Basic language vocabulary was relayed as well as basic sentence structure. The class consisted of (6) four hour sessions. **May 1999 24 hours**

Advanced Spanish Language Class

A continuance of the Basic class, the advanced class was held at the same setting and covered more advanced sentence structure and vocabulary development. Focus on conversational Spanish and the culture was significantly emphasized in these (6) four hour sessions. **August 1999 24 hours**

High Involvement Work Team Training Program

A training program which emphasized employee empowerment and worker independence was taken over an extended period. This training program was very extensive and required many sessions to relay the wealth of information and training. The program supported organizational structure that utilized less management and empowered the worker to make decisions and be accountable for goals and objectives. This program began with (4) 6 hour session (24 hours) in conjunction with weekly sessions of 1 hour. The instructor consisted of the Human Resources Manager and an executive level manager. The sessions were communication forums where specific occurrences were related to HIWT theory. **Various classes throughout 1998 Total class time 38 hours**

If you have any questions or require additional information, please do not hesitate to call me.
Sincerely,

Jeff Kruwell

Jeff Kruwell
Vice President of Sales and Marketing
JM Clipper Corporation

Learning Outcome Statement

I have been presented with many opportunities for personal and professional growth during my employment with JM Clipper Corporation. This organization is committed to investing in their employees and allowing them the tools to reach optimum potentials. The training and formal instruction that was sponsored by JM Clipper enhanced my professional career development, polished my managerial skills and established a solid foundation for professional growth.

I began my career with JM Clipper as a press operator and quickly advanced as a team leader and production supervisor. I was younger than subordinates and many co-workers. My experience in management and employee interaction was lacking at the time. Significant training was devoted to the acquisition of management skills and employee empowerment. Training classes such as Personalysis, Bryan Dodge and High Involvement Work team training have given me the skills to not only effectively manage a group but also empower and position the group's different personality traits to maximize their effectiveness. The training emphasized that these personalities can add value to a team and can accentuate overall effectiveness.

There were many technically based training programs that benefited and expanded my technical knowledge. Basic and Advanced polymer training courses set a foundation for research and development and allowed me to contribute more in my position as Research and Development Manager. The understanding of chemistry and modern polymer theory fueled two designs which were patented under my name (US 6,344,512 and US 6,665,925).

The drafting and design classes that were taken have allowed me to become very proficient in machine design and engineering endeavors. The strong background that has resulted from these classes have allowed me to become very effective in tool design and 3D modeling which has become very popular not only as an engineering tool but also as a marketing tool for advertising graphics.

The Environmental Health and Safety courses that I have studied have benefited me greatly and have proven to be a valuable asset to my skill set. I frequently visit chemical facilities and refineries whose priority is safety and safety awareness. A general and specific knowledge of the local practices and procedures that visitors and contractors are required to practice are invaluable when working within these facilities. A strong knowledge of emergency procedures and protective equipment can be invaluable in potential situations such as a fire or release.

The skills that I have taken from these training sessions have allowed me to obtain a broad and unique skill set that has proven to be very valuable. The diverse range of abilities that have been taken from these learning experiences have made me a very valuable asset to my organization. These assortments of skills and abilities are extremely applicable to my industrial segment and have proven to be an essential part of my personal and professional growth.

**CREDIT BY PORTFOLIO ASSESSMENT
REGISTRAR / STUDENT REPORT**

Student's Name: Cathy Doe
Student I.D. 2000000 Class #: BBABDS

<u>PORTFOLIO</u>	<u>CATEGORY</u>	<u>GEN ED.</u>	<u>ELEC.</u>
Sprint Trainings	1		19
USAA Training	1		2

CATEGORIES: 1 = Prof. Courses; 2 = Prof. Accredited Colleges & Schools; 3 = Licenses & Certifications;
4 = Language Prof.

TOTAL ASSESSED CREDITS EARNED: 21
TOTAL ASSESSED NEEDED PER CURRENT AUDIT: 18

Assessment fees are due within thirty days of receiving this report. In order for credit to be posted on the official transcript, students must pay portfolio fees in full. Failure to remit payment within the thirty days period will result in forfeiture of credit.

Important— Please Note: If paying by check, make check payable to LeTourneau University and mail to LeTourneau University, Attn.: GAPS Student Accounts, P.O. Box 7668, Longview, TX, 75607-7668. The number of portfolio hours being paid AND your Student Identification Number must be shown on check. If paying by credit card, please contact your student account representative at 1-800-388-5327 and have credit card information available. Payment may also be made online at www.letu.edu/studentpayments.

Portfolio hours earned 18 X \$50.00 per credit hour = TOTAL DUE \$900.00

Krista Morris-Lehman

Date: 10/9/09

Krista Morris-Lehman
Alternative Credit Coordinator
School of Graduate and Professional Studies

<p><u>REGISTRAR'S USE ONLY</u> TOTAL PORTFOLIO CREDITS PAID</p>	<p>SUPPLEMENTAL EVALUATION</p> <p>Entered by: _____</p>
-------------------------------------------------------------------------	---------------------------------------------------------

PORTFOLIO

NAME

DEGREE PROGRAM

SITE

STUDENT ID #

SUBMISSION DATE

LETOURNEAU UNIVERSITY

TABLE OF CONTENTS

Cover Sheet	1
Table of Contents	2
Resume	3
Portfolio Assessment Request Form	4
Petition for Credit Form(s) (may have one or more of the following)	
Professional Courses	5
Professionally Accredited Colleges and Schools	6
Licenses and Certifications	7
Language Proficiencies	8
Professional Courses Documentation	9
Professionally Accredited Colleges and Schools	10
License or Certification Documentation	11
Language Proficiency Documentation	12
Learning Outcome Statement(s)	13

PORTFOLIO COMPLETION CHECKLIST

Please initial each space to ensure that your portfolio meets the format and documentation requirements of LETU. Include this completed form in the front pocket of your portfolio.

GENERAL FORMAT

- _____ Name and ID are affixed to the spine of the binder
- _____ Materials are bound in a sturdy 3 ring binder with front and back pockets
- _____ All materials are in plastic protective covers except front pocket contents
- _____ All sections of my portfolio are clearly marked and separated by tabbed dividers
- _____ All pages are numbered and numbering corresponds to Table of Contents and Petition Forms

PREFACE MATERIALS

The following materials should be placed in the front pocket of the portfolio binder.

- _____ Signed Release of Portfolio Materials Form
- _____ Completed Portfolio Completion Checklist Form
- _____ A check made payable to LETU for the \$75.00 processing fee or a receipt from online payment

PROFESSIONAL COURSES PROFESSIONALLY ACCREDITED COLLEGES AND SCHOOLS LICENSES AND CERTIFICATIONS

- _____ In each of the areas for which I am petitioning credit I have included complete Petition for Credit form/s listing only ONE course per box
- _____ In each of the areas for which I am petitioning credit I have included appropriate documentation for the following:
 - Course Completion
 - Classroom Hours
 - Course Content
 - Learning Outcome Statement(s)

LANGUAGE PROFICIENCY

- _____ I have completed the Petition for Credit form(s)
- _____ I have included documentation that shows number of hours translated/worked

CONSENT FOR RELEASE OF PORTFOLIO MATERIAL

Please initial all that apply:

- Portfolio may be used with my name deleted from all documents
- Portfolio may be used with my name on all documents
- Portfolio materials may be reviewed by other students or LETU portfolio staff

Signature: _____ Date: _____

PORTFOLIO ASSESSMENT REQUEST FORM

Name: _____ Student ID: _____

Mailing Address: _____

Telephone Home: _____ Telephone Work: _____

Email Home: _____ Email Work: _____

My signature below confirms the following:

- I have read the Portfolio Handbook and understand that this portfolio will not be accepted for evaluation if it is determined it has not met the criteria outlined in the Portfolio Handbook. I understand that if my portfolio is submitted in an unacceptable form that it will be returned to me for necessary adjustments.
- I understand that I will be notified via LETU email the number of credits awarded and the amount due. It will be my responsibility to remit full payment within 30 days of this notice or forfeit credit.
- I have enclosed a check made payable to LETU for the portfolio processing fee of \$75.00. If this check is not enclosed I confirm with my signature that a payment has been submitted online.
- I have made copies of all work submitted in my portfolio and do not hold LETU responsible for loss or damage of my portfolio.
- All work contained in this portfolio is solely my own. I certify that the information and documentation contained in this portfolio are an accurate representation of my work.
- I accept the evaluation of the faculty evaluator as the final determinate of the credit awarded.

Student's Signature: _____ Date: _____

PORTFOLIO REQUEST FOR PREVIOUSLY ASSESSED CREDITS FORM

Student's Name: _____ Student ID: _____

Mailing Address: _____

Telephone Home: _____ Work: _____

Student E-Mail: _____

Number of Credit Hours Awarded From Previous Submission: _____

Number of Credit Hours Paid From Previous Submission: _____

Number of Credit Hours Needed From Previous Submission: _____

I am requesting that my portfolio be reevaluated for previously assessed credits. I understand that if my portfolio is submitted in an unacceptable form that it will be returned to me for necessary adjustments and resubmission. I further understand that I will be notified of credits awarded and the amount due for the assessed credit, at \$50.00 per credit. It will be my responsibility to remit full payment at that time.

I certify that the information and documentation contained in this portfolio are an accurate representation of my work.

Enclosed is a check made payable to LeTourneau University for the reassessment fee in the amount of \$75.00. If not, my signature below confirms online payment.

Student's Signature: _____ Date: _____

Petition for Credit for: PROFESSIONAL COURSES

Name:

Student ID:

Type information below:

To be completed by evaluator:

Portfolio Pages	Exact Course Title	Sponsor

Course Completion		
Classroom Hours		
Course Content		
Learning Outcome Statements		
General Education		
General Elective		
Date of Evaluation		
Evaluator Comments:		
Evaluator's Signature:		

Portfolio Pages	Exact Course Title	Sponsor

Course Completion		
Classroom Hours		
Course Content		
Learning Outcome Statements		
General Education		
General Elective		
Date of Evaluation		
Evaluator Comments:		
Evaluator's Signature:		

Portfolio Pages	Exact Course Title	Sponsor

Course Completion		
Classroom Hours		
Course Content		
Learning Outcome Statements		
General Education		
General Elective		
Date of Evaluation		
Evaluator Comments:		
Evaluator's Signature:		

Petition for Credit for: LICENSES and CERTIFICATIONS

Name:

Student ID:

Type information below:

To be completed by evaluator:

Portfolio Pages	Exact Title Of License Or Certification	Sponsor

License Obtained		
License Requirements Doc.		
Learning Outcome Statements		
General Education		
General Elective		
Date of Evaluation		
Evaluator Comments:		
Evaluator's Signature:		

Portfolio Pages	Exact Title Of License Or Certification	Sponsor

License Obtained		
License Requirements Doc.		
Learning Outcome Statements		
General Education		
General Elective		
Date of Evaluation		
Evaluator Comments:		
Evaluator's Signature:		

Petition for Credit for: LANGUAGE PROFICIENCIES

Name:

Student ID:

Type information below:

Language	Source of Documentation

To be completed by Evaluator:

Learning Outcome Statement:	Evaluator's Comments:
Credits Awarded:	
Date of Evaluation:	
Evaluator's Signature:	