*Handout developed by Peninsula College’s Transitional Studies Enrollment Specialist in 2023 and revised in 2024 to expand options for prior learning credit. We aligned our approach with the local school district. This document is used in face-to-face meetings with students soon after their transcript is evaluated. The same information is shared over Zoom for students who can’t attend one-on-one meetings in-person. Feel free to use and modify this as you wish in collaboration with your local school district. Email* [*mscouten@pencol.edu*](mailto:mscouten@pencol.edu) *with questions or for additional information.*

# **Documenting Prior Learning for High School Credit**

*Credits you need that we can typically use prior learning for:*

* Fine Art: \_\_\_\_\_\_
* Health: \_\_\_\_\_\_
* PE: \_\_\_\_\_\_
* Career & Tech: \_\_\_\_\_\_
* Electives: \_\_\_\_\_\_

**Work Experience** à *Can be applied to occupational education or elective credits*

* 1040 hours of work = 1 credit
* 520 hours of work = .5 credits

**Career & Technical Education or Elective Credits**

* Food Handler’s Card
* First Aid/CPR
* CNA License
* Business License/LLC
* Forklift or Flagger training
* OSHA/Safety Training
* Volunteer hours
* Other work-related training

**Fine Art or Elective Credits à** *Show**3 pieces/performances in any visual or performing art = 1 credit*

* Painting
* Drawing
* Ceramics
* Film
* Drama
* Music
* Welding
* Woodworking
* Sculpture
* Choir
* Dance
* Photography

**Health or Elective Credits**  **Physical Education or Elective Credits**

* CPR/First Aid Training
* CNA License
* HIV/Bloodborne Pathogens
* Completion of treatment program
* Nutrition class
* Other health-related trainings
* Coaching experience
* Sports participation
* Fitness license
* Martial arts certificate
* Gym attendance à 8 weeks = 1 credit

*1 season of coaching or sports participation can equal up to 1.5 credits. Cannot be high school sports.*

**GED Testing as Prior Learning à** *Passing score on GED Ready practice or official GED test earns credits*

* Social Studies = US History & Civics
* RLA = all English credits
* Math = all Math credits
* Science = 1.0 Science credit

**College Credits à** *5 college credits in any subject = 1 high school credit*

* Peninsula College Credits
* Credits completed at other colleges

**How to document prior learning?**

* Take a photo, scan or screenshot of documentation.
* Ask for a letter on letterhead or an email from an employer, supervisor, instructor, or whoever oversaw the work, training, coaching, volunteer hours or class.
* Contact WorkSource Washington to get a record of *all* your Washington work hours. Website: worksourcewa.com. WorkSource Help Desk (888)-316-5627.