Faculty Credit for Prior Learning (CPL) Checklist

1. Review the Palomar CPL website and the resources to familiarize yourself with CPL.
2. Contact the Faculty CPL Coordinator at cpl@palomar.edu
3. Meet with the Faculty CPL Coordinator:
    a. Discuss your courses and programs to align with CPL opportunities.
    b. Review and possibly strengthen the course SLOs to support effective CPL assessment.
    c. Determine the method(s) of assessment that best suit this course.
4. If you determine that the course is a great fit for CPL, inform your department Chair and colleagues and bring them into the conversation.
5. If Portfolio Review or Credit by Exam is a method of assessment for your course, collaborate with at least one other faculty discipline expert to develop a rubric or exam.
    a. AI CPL Portfolio Rubric Generator is available to help you build your outline and rubric.
6. If Industry Certification or Military Transcript is a method of assessment for your course, you will need to provide certificate and/or military transcript information to the Faculty CPL Coordinator to add to the CPL course list page.
    a. The Coordinator can also help you determine which military transcripts align with your course learning outcomes by using the ACE (American council on Education) website as a resource.
7. Once these steps have been completed, the FAculty CPL Coordinator will send you a CPL Eligibility Approval Form to be signed by you, your Department Chair, the Articulation Officer and the Faculty CPL Coordinator.
8. The Faculty CPL Coordinator will indicate in Maverick (our curriculum management system) that your course is CPL eligible, indicate the methods of assessment, and will attach the CPL Eligibility Approval Form to the course outline of record.
9. The CPL course will then be added to the CPL Website and Course List page.
10. The Faculty CPL Coordinator will work with the Instruction Office, to add the course and method(s) of assessment to our PeopleSoft database.This information then populates our CPL petition form.
11. Students will then be able to start their CPL process
    a. Submit the CPL petition eForm on the CPL website
    b. Meet with the CPL counselor to align CPL with their education plan
    c. Work with the discipline faculty if doing an exam or portfolio assessment
12. The exam will move through the CPL petition eForm approval process.
    a. If a student is required to take an exam or provide a portfolio to earn CPL for your course, a special section of the course will be created in Canvas where the student can upload their work and the instructor can evaluate it.
13. Faculty will post the grade for the exam or portfolio assessment in the CPL petition form.
14. The student will accept or decline the grade for the exam or portfolio in the CPL petition form.
15. If the student accepts the grade, the faculty will also post the grade in eservices/MyPalomar
16. Records will post the Industry Certificate or Military Transcript credit to the student's transcript. This grade will then show on the student's transcript as prior learning assessment, with the method of assessment clearly annotated.