

Request for Prior Learning Assessment (PLA) Form Completion Guide

Prior Learning Assessments

A Prior Learning Assessment is conducted to determine if a potential applicant has prior education and/or work experience that is equivalent to the course objectives of one or more of our program courses. If a potential applicant can demonstrate that the course objectives have been met, they will be granted advanced standing for that course.

The following outlines our Prior Learning Assessment (PLA) application process. Please read it carefully before completing the form for submission. If you have questions, contact Admissions at 416-924-1107 ext. 23 or admissions@sutherland-chan.com.

Application Procedure

- Submit all PLA documentation to admissions@sutherland-chan.com.
- All PLA documentation must be submitted to the Admissions Department.
- *PLA requests for the Pre-Requisite courses* must be received no later than two weeks prior to the start of the course.
- *PLA requests for regular program courses* (including the Advanced Standing Option for Health Professionals) must be received no later than two weeks prior to the start of the program.
- Copies of transcripts and diplomas/degrees will be accepted with your application however, *the original will need to be verified before you enroll*.
- All advanced standing must be determined prior to entry into the program. Documentation submitted after this time will not be considered except in the event of a program change.
- If supporting documents are not in English, the applicant must arrange for an official translation. In cases where the level or equivalence of prior education is unclear, we also require an official credential evaluation (e.g., WES, ICAS).
- Prior education completed more than five years from the time of submission will not be considered unless the applicant provides documentation supporting current activity (e.g., work experience) in the field.
- For work experience to be assessed, the resume must include information detailing the relevance and scope of the work performed. Work experience must be five years' current. Documentation must also include references.
- It is the applicant's responsibility to demonstrate equivalence in the course(s) indicated.
- In most cases, the PLA will be completed within five business days. PLA completion time may vary based on the complexity of the submission.

Please note that acceptance into the Advanced Standing Option for Health Professionals or granting of Advanced Standing for a course(s) does not guarantee a spot in a given class/intake. An applicant is only considered a student (i.e. they have secured a spot) when they have formally enrolled.

Which Section Should I Complete?

Please note: the scenarios listed below are examples only and do not describe situations that resulted in successful applications.

Complete **Section 1** if you have graduated from a program on our Pre-Approved Program List <link> and wish to enroll in the Advanced Standing Option for Health Professionals.

Example: You graduated two years ago with a BSc in Kinesiology & Health Science from York University.

- complete the *Applicant Information* section
- complete *Section 1*
- sign and date the bottom of the form
- include the following with your submission:
 - official transcript(s)
 - \$25.00 payment
- submit the application and payment minimum two weeks prior to the start of the program

Example: You graduated seven years ago with a Bachelor of Kinesiology from McMaster University. Since graduating, you have working a Kinesiologist in a Sports Rehab Centre.

- complete the *Applicant Information* section
- complete *Section 1*
- sign and date the bottom of the form
- include the following with your submission:
 - official transcript(s)
 - a resume (including references)
 - \$25.00 payment
- submit the application and payment minimum two weeks prior to the start of the program

Complete **Section 2** if you have graduated from a program **NOT** on our Pre-Approved Program List <link> and wish to enroll in the Advanced Standing Option for Health Professionals.

Example: You are a Physiotherapist trained in the Philippines (graduated eight years ago). You worked as a Physiotherapist in the Philippines for six years before moving to Canada. Since then, you have been working as a Physiotherapy Assistant in a Physiotherapy Clinic.

- complete the *Applicant Information* section
- complete *Section 2*
- sign and date the bottom of the form
- include the following with your submission:
 - official transcript(s)
 - all relevant course outlines (including detailed course content and instructional hours)
 - a resume (including references)
 - \$150.00 payment
- submit the application and payment minimum two weeks prior to the start of the program

Example: You completed most (but not all) of the courses from the Fitness & Health Promotion Diploma Program at Seneca College (you withdrew last year). You have completed the CPTN-CPT Certification and have been working part-time as a personal trainer for the past nine months.

- complete the *Applicant Information* section
- complete *Section 2*
- sign and date the bottom of the form
- include the following with your submission:
 - official transcript(s)
 - all relevant course outlines (including detailed course content and instructional hours)
 - a resume (including references)
 - \$150.00 payment
- submit the application and payment minimum two weeks prior to the start of the program

Example: You graduated last year with a BS in Kinesiology from Michigan State University.

- complete the *Applicant Information* section
- complete *Section 2*
- sign and date the bottom of the form
- include the following with your submission:
 - official transcript(s)
 - all relevant course outlines (including detailed course content and instructional hours)
 - a resume (including references)
 - \$150.00 payment

- submit the application and payment minimum two weeks prior to the start of the program

Complete **Section 3** if you have prior education or work experience that you feel meets the objectives of one (or more) of our program courses and you wish to enroll in the full-time program. For a list of our program courses, please click here <link>.

Example: You graduated four years ago with a BA in Sociology. Your program included courses in *Research Methodology*.

- complete the *Applicant Information* section
- complete *Section 3* requesting advanced standing in our *Term 4 Research Literacy* course
- sign and date the bottom of the form
- include the following with your submission:
 - official transcript(s)
 - all relevant course outlines (including detailed course content and instructional hours)
 - \$25.00 payment
- submit the application and payment minimum two weeks prior to the start of the program

Example: You graduated last year with a BSc in Health and Recreation which included courses in *Nutrition* and in *Research & Statistics*.

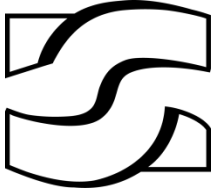
- complete the *Applicant Information* section
- complete *Section 3* requesting advanced standing in our *Term 4 Research Literacy* and *Term 4 Nutrition* courses
- sign and date the bottom of the form
- include the following with your submission:
 - official transcript(s)
 - all relevant course outlines (including detailed course content and instructional hours)
 - \$50.00 payment (2 x \$25.00)
- submit the application and payment minimum two weeks prior to the start of the program

Example: You have been working at a health food store for the past five years and have taken several nutrition courses offered by the company.

- complete the *Applicant Information* section
- complete *Section 3* requesting advanced standing in our *Term 4 Nutrition* course
- sign and date the bottom of the form
- include the following with your submission:
 - official proof of course completion
 - all relevant course outlines (including detailed course content and instructional hours)
 - \$25.00
- submit the application and payment minimum two weeks prior to the start of the program

Example: You completed the first year of a Kinesiology degree including courses in Anatomy and Physiology.

- complete the *Applicant Information* section
- complete *Section 3* requesting advanced standing in our Pre-Requisite Anatomy & Physiology course
- sign and date the bottom of the form
- include the following with your submission:
 - official transcript(s)
 - all relevant course outlines (including detailed course content and instructional hours)
 - \$25.00
- submit the application and payment minimum two weeks prior to the start of the program



Request for Prior Learning Assessment (PLA) Form

Applicant Information

Last Name

First Name

Middle
Initial

Telephone #

Cell Phone #

Email Address

Section 1

- I have graduated from a program on the Pre-Approved Program List and I am requesting confirmation that I qualify for the Advanced Standing Option for Health Professionals.

Program Completed

MM / YYYY
Date of Completion

Include with your request:

- an official transcript
- payment of \$25.00

Section 2

- I have graduated from a program NOT on the Pre-Approved Program List and I am requesting a Prior Learning Assessment to determine if I qualify for the Advanced Standing Option for Health Professionals.

Include with your request:

- an official transcript
- all relevant course outlines
- a resume (if applicable)
- payment of \$150.00

Section 3

- I am requesting a Prior Learning Assessment to determine if my education and/or work experience is sufficient for advanced standing in the following courses:

List the Sutherland-Chan course(s) for which you are requesting advanced standing.	List the source of your prior learning – include the course code(s) with year completed and/or work experience(s).

Include with your request:

- an official transcript
- all relevant course outlines
- a resume (if applicable)
- payment of \$25.00 *per course requested*

Applicant Signature

Date (DD/MM/YY)

Administrative Use Only

Form Received by: _____

Date: _____

- Payment
- Full (\$150)
 - Course-Specific (\$25/course) \$ _____
 - Advanced Standing Option for Health Professionals (\$25)

Payment Received by: _____

Date: _____