



**Sutherland-Chan Schools Inc., *operating as*
Sutherland-Chan School of Massage Therapy**

Prior Learning Assessment Policy and Procedure

Prior Learning Assessments

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

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.

Applicants request PLAs for two main purposes:

1. To determine their eligibility for the Advanced Standing Option for Health Professionals (ASOHP), which is a specifically designed advanced-standing entry method for individuals with a qualifying health science degree or foreign health professional training. Their advanced standing application assesses their eligibility for the “Bridge”, a 12-week module, on completion of which they join the Standard Program for second year.
2. To be assessed for advanced standing in one or more of the course or clinic requirements in the Standard Program. If successful, the applicant is exempted from taking the credit(s) for which they are deemed to have advanced standing.

Please note that approval of a PLA application, whether for the Advanced Standing Option for Health Professionals or for courses/clinics in the Standard Program, 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 been formally accepted and enrolled.

January 11, 2024

Application Procedure

- All advanced standing must be determined prior to entry into the program. An application submitted after this time will not be considered except in the event of a program change.
- It is the applicant's responsibility to verify equivalence in the course(s)/clinic(s) indicated.
- All applications must include this **Required Documentation**:
 - documentation of diplomas/degrees, including transcripts
 - course outlines or clinical syllabi pertinent to the application
 - if outlines/syllabi are not available, official documentation from the educational institution that includes hours and content specifics
- Copies of transcripts and diplomas/degrees will be accepted with your application; however, *the original will need to be verified before you enroll.*
- 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 5 years from time of submission will not be considered unless the applicant provides documentation of current activity (e.g., work experience) in the field. If you are in this category, you must include this **Work Documentation**:
 - a resume with two references

For work experience to be assessed, the resume must include information detailing the relevance and scope of the work performed. Relevant work experience must be within five years. References must be specific to the work experience.

- All PLA documentation must be submitted to the Admissions Department at admissions@sutherland-chan.com.

Fees & Timeline

- All PLA applications must be received no later than two weeks prior to your anticipated start date.
- The fee must be submitted with the application:
 - \$25.00 Applicant for Advanced Standing Option for Health Professionals who has a degree from a pre-approved program (Section 1)
 - \$150.00 Applicant for Advanced Standing Option for Health Professionals whose credentials are not from one of the pre-approved programs (Section 2)
 - \$25.00 Standard Program applicants requesting specific PLAs (Section 3)
(per course/clinic)
- **Payment Methods:** eTransfer: payment@sutherland-chan.com (state name and purpose), VISA or MasterCard (call Finance Coordinator: 416-924-1107 x 26), cheque (mailed to Finance Coordinator), or cash (paid at the School).
- In most cases, the PLA will be completed within five business days. PLA completion time may vary based on the complexity of the submission.

Guide to the Request for Prior Learning Assessment (PLA) Form

Which Section Should I Complete?

✓ Section 1

Complete **Section 1** if you:

- » are an applicant for Sutherland-Chan's Advanced Standing Option for Health Professionals (ASOHP)
- » have graduated from a program on our Pre-Approved Program List
Ctrl + Click: [Advanced Standing Option for Health Professionals - Sutherland-Chan School](#)

Examples:

- ✓ You graduated 2 years ago with a BSc in Kinesiology & Health Science from York University. (Provide **Required Documentation** and payment of \$25.00.)
- ✓ You graduated seven years ago with a Bachelor of Kinesiology from McMaster University. Since graduating, you have been working as a kinesiologist in a sports injury rehabilitation clinic. (Provide **Required Documentation + Work Documentation** and payment of \$25.00.)

✓ Section 2

Complete **Section 2** if you:

- » are an applicant for Sutherland-Chan's Advanced Standing Option for Health Professionals (ASOHP)
- » have not graduated from a program on our Pre-Approved Program List
Ctrl + Click: [Advanced Standing Option for Health Professionals - Sutherland-Chan School](#)

Examples:

- ✓ You graduated last year with a BS in Kinesiology from Michigan State University, which is not on the pre-approved program list. (Provide **Required Documentation** and payment of \$150.00.)
- ✓ You are a physiotherapist trained in the Philippines (graduated 8 years ago) and worked there as a physiotherapist for 6 years before moving to Canada. Since then, you have been working in Ontario as a Physiotherapy Assistant in a physiotherapy clinic. (Provide **Required Documentation + Work Documentation** and payment of \$150.00.)
- ✓ 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 9 months. (Provide **Required Documentation + Work Documentation** and payment of \$150.00.)

✓ **Section 3**

Complete **Section 3** if you:

- » are an applicant for Sutherland-Chan's Standard Program
- » believe you have prior education or work experience that meets the criteria for advanced standing status in one or more of the courses or clinics

Examples:

- ✓ You graduated 4 years ago with a BA in Sociology. Your program included courses in research methodology and you are requesting exemption from our Term 4 Research course. (Provide **Required Documentation** and payment of \$25.00.)
- ✓ You graduated 10 years ago with an MSc in Anatomy and have been teaching anatomy part-time at a community college for the past 7 years. You are requesting exemption from our Term 1 and Term 2 Anatomy courses. (Provide **Required Documentation + Work Documentation** and payment of \$50.00.)
- ✓ You have been working at a health food store for the past five years and have taken several nutrition courses offered by the company. You believe you should qualify for exemption from taking our Term 4 Nutrition course. (Provide **Required Documentation** and payment of \$25.00.)
- ✓ You graduated last year with a BSc in Health and Recreation which included courses in nutrition and research methods and are requesting exemption from both Term 4 courses. (Provide **Required Documentation** and payment of \$50.00.)

Please note: The scenarios listed in the Guide are examples and do not necessarily describe situations that resulted in successful applications.

**** Everyone, in addition please make sure to:**

- ✓ Fill in all of the requested Applicant Information at the top of the form.
- ✓ Include all of the documentation required in your case.
 - *If you have not yet graduated from a course or program that you believe qualifies you for ASOHP or for exemption from Standard Program courses or clinics, but will do so before the Sutherland-Chan program start date, you can include all documentation except the diploma/degree, which you must submit once you have it.*
- ✓ Sign and date the form.
- ✓ Submit your payment using one of the indicated methods.
- ✓ Make sure you apply at minimum two weeks before the start date of the program.



Request for Prior Learning Assessment (PLA) Form

Applicant Information

_____	_____	_____
Last Name	First Name	Middle Initial
_____	_____	_____
Telephone #	Cell Phone #	Email Address

Indicate Section 1, 2, or 3

- SECTION 1:** I have graduated from a program on the Pre-Approved Programs list. I am asking for confirmation that I qualify for the Advanced Standing Option for Health Professionals. I am submitting the required documentation and a payment of \$25.
- SECTION 2:** I have graduated from a program NOT on the Pre-Approved Programs list. I am requesting a PLA to determine if I qualify for the Advanced Standing Option for Health Professionals. I am submitting the required documentation and a payment of \$150.
- SECTION 3:** I am requesting a PLA to determine if my education and/or work experience is sufficient for an advanced standing exemption in the courses/clinics listed below. I am submitting the required documentation and a payment of \$25 per course/clinic for a total of \$ ____ .

List the S-C course(s) or clinic(s) for which you are requesting advanced standing:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Administrative Use Only

Application Received by: _____ Date: _____

- Section 1. ASOHP (\$25)
- Section 2. ASOHP Full (\$150.00)
- Section 3. Course/Clinic Specific (\$25 x ____ course/clinic; Total: ____)

Payment Processed by: _____ Date: _____

Payment Type: _____