DePaul University

Office of Prior Learning Assessment

**Pre-Approved PLA Checklist**

Complete this checklist and use it as the coversheet for you PLA submission. Submissions without this will not be processed.

By completing the items listed below, you have completed the steps necessary to submit your Pre-Approved PLA. These steps increase the likelihood that you will be successful. You may simultaneously submit multiple Pre-Approved PLA. Be aware that credentials and trainings not on this will not be processed.

|  |  |
| --- | --- |
| Student Name: | Academic Advisor: |
| Student ID: |  |
| Home College (SCPS, LAS, etc.): |  |
| Date of PLA Completion: | Anticipated Graduation Quarter: |
| Course Match Information |  |
| Course Designation (e.g. DCM 304): | Course Title (e.g. Evolving Professional Ethics): |

|  |  |
| --- | --- |
| 1. I do not plan to graduate in the next two quarters. |  |
| 2. I have discussed potential PLA with my Academic Advisor, the SCPS PLA Advisor, and/or my RPL 101 Instructor. |  |
| 3. I have completed one or more pre-approved PLA. |  |
| 4. I have gathered the required documentation.  |  |
| 5. I have indicated the pre-approved PLA I am submitting on the list below. |  |
| You are now ready to submit this checklist to SCPSAssessment@depaul.edu in order to request access to the OPLA Submission Portal. |

| **Organization** | **Training Received** | **Undergraduate Quarter Credit Hours** | **Documents of Completion** | **Indicate all certificates you are submitting** |
| --- | --- | --- | --- | --- |
| [**Association for Talent Development**](https://www.td.org/)**(**[**ATD)**](https://www.td.org/) | [**Workplace Learning and Performance Institute Course (WLPI)**](https://atdchi.org/WLPI) | 4 credits (Open Electives) | **Certificate/ Transcript** |  |
| [**Certified Professional in Learning and Performance (CPLP)**](https://www.td.org/certification/cplp/exam) | 4 credits (Open Electives) | **Certificate/ Transcript** |  |
| [**Building Owners and Managers Institute International**](https://www.bomi.org/default.aspx)**(**[**BOMI)**](https://www.bomi.org/default.aspx) | [**Certificates**](https://www.bomi.org/Students/Educational-Offerings/Designations-and-Certificates/Certificate-Programs.aspx) | 12 credits (Open Electives) | **Transcript** |  |
| [**Designations**](https://www.bomi.org/DesignationPrograms.aspx) | 28 credits (Open Electives) | **Transcript** |  |
| [**Chicago Theological Union**](https://ctu.edu/) | [**Pre Graduate Courses**](https://ctu.edu/academics/courses/)**of at least 2 semester credit hours are  graded** | 4 credits (Open Electives) | **Transcript** |  |
| [**DePaul Continuing and Professional Education**](https://learning.depaul.edu/eCS/Home.aspx)[**(CPE)**](https://learning.depaul.edu/eCS/Home.aspx) | [**Integrated Marketing Communication Certificate**](https://learning.depaul.edu/eCS/CourseGroup.aspx?group_number=166&group_version=1) | 20 credits (Open Electives) | Certificate/ CPE Transcript |  |
| Business Analyst Certification Program | 4 credits (Open Electives or Business Administration Electives) | Certificate/ CPE Transcript |  |
| [**Paralegal Studies Certificate Program**](https://learning.depaul.edu/eCS/Heading.aspx?heading_id=111) | 12 credits (Open Electives or Business Administration Electives) | Certificate/ CPE Transcript |  |
| [**Project Management Certificate Program\***](https://learning.depaul.edu/eCS/CourseGroup.aspx?group_number=144&group_version=1) | **4 credits**(Open Electives or Major Administration Electives) | Certificate/ CPE Transcript |  |
| [**Financial Planning Certificate Program\***](https://learning.depaul.edu/eCS/Heading.aspx?heading_id=386) | 24 credits (Open Electives or Business Administration Electives) | Certificate/ CPE Transcript |  |
| Grant Writing | **4 credits**(Open Electives or Major Administration Electives) | Certificate/ CPE Transcript |  |
| [**Supply Chain Management Certificate Program\***](https://learning.depaul.edu/eCS/CourseListing.aspx?master_id=1063&master_version=2&course_area=MDC&course_number=149&course_subtitle=00) | 6 credits (Open Electives or Business Administration Electives) | Certificate/ CPE Transcript |  |
| [**Professional Human Resources Certificate Program\***](https://learning.depaul.edu/eCS/Heading.aspx?heading_id=372) | 4 credits (Open Electives or Business Administration Electives) | Certificate/ CPE Transcript |  |
| Six Sigma Green Belt | 4 credits (Open Electives or Business Administration Electives) | Certificate/ CPE Transcript |  |
| Six Sigma Black Belt | 4 credits (Open Electives or Business Administration Electives) | Certificate/ CPE Transcript |  |
| [**DePaul Labor Education Center**](https://scps.depaul.edu/about/Pages/Labor-Education-Center.aspx) | [**Labor Leadership Program​**](https://scps.depaul.edu/about/Pages/Labor-Education-Center.aspx) | under review | **Certificate** |  |
| [**Learning**](https://las.depaul.edu/academics/modern-languages/student-resources/Pages/language-proficiency.aspx) **Teaching Institute (LTI)** | Language Writing Proficiency Test (WPT) | **Novice High/Intermediate Low** | **3 credits (Open Electives or Human Community Electives)** |  |
| **Intermediate Mid**  | **6 credits (Open Electives or Human Community Electives)** |
| **Intermediate High/ Advanced Low** | **9 (Open Electives or Human Community Electives)** |  |
| **Advanced Mid/Advanced High/ Superior** | **12 (Open Electives or Human Community Electives)** |
| [**Fifth Third Bank**](https://www.53.com/content/fifth-third/en.html) | [**Financial Center Management Associate**](https://scps.depaul.edu/student-resources/undergraduate-resources/Documents/ILP/fifth_third_bank_financial_center_mgr_training_articulation.pdf) | **4 credits (Open Electives)** | **Letter from their Fifth Third Bank Manager or Human Resources representative stating the dates of attendance and completion of the FCMA training** |  |
| [**Financial Industry Regulatory Authority**](http://www.finra.org/)[**(FINRA**](http://www.finra.org/)**)** | [**Series 7 exam**](http://www.finra.org/industry/series7) | **4 credits (Open Electives)** | **BrokerCheck Report** |  |
| [**HR Certification Institute**](https://www.hrci.org/our-programs/our-certifications)[**(HRCI**](https://www.hrci.org/our-programs/our-certifications)**)** | [**Professional in Human Resources (PHR)**](https://www.hrci.org/our-programs/our-certifications) | **4 credits (Open Electives)s** | **Exam Results** |  |
| [**Senior Professional in Human Resources (SPHR)**](https://www.hrci.org/our-programs/our-certifications) | **4 credits (Open Electives)** | **Exam Results** |  |
| [**Global Professional in Human Resources (GPHR)**](https://www.hrci.org/our-programs/our-certifications) | **4 credits (Open Electives)** | **Exam Results** |  |
| [**Life Office Management Association**](https://www.loma.org/Default.aspx)[**(LOMA)**](https://www.loma.org/Default.aspx) | [**Certificate**](https://www.loma.org/ProfDev/Certificates.aspx) | **6 credits (Open Electives)** | **Transcript** |  |
| [**Associate**](https://www.loma.org/ProfDev/Designations/)[**Designation**](https://www.loma.org/ProfDev/Designations/) | **19 credits (Open Electives)** | **Transcript** |  |
| [**Fellow, Life Management Institute**](https://www.loma.org/profdev/designations/flmi.aspx)**(**[**FLMI**](https://www.loma.org/profdev/designations/flmi.aspx)**)** | **28 credits (Open Electives)** | **Transcript** |  |
| [**Fellow, Secure Retirement Institute (FSRI)**](https://www.loma.org/profdev/designations/fsri.aspx) | **28 credits (Open Electives)** | **Transcript** |  |
| [**Project Management Institute**](https://www.pmi.org/certifications/types/project-management-pmp)[**(PMI**](https://www.pmi.org/certifications/types/project-management-pmp)**)** | [**Project Management Professional (PMP)**](https://www.pmi.org/certifications/types/project-management-pmp) | **8 credits (Open Electives)** | **Certificate** |  |
| [**Society for Human Resource Management**](https://shrm.org/)[**(SHRM**](https://shrm.org/)**)** | [**Certified Professional (CP)**](https://www.shrm.org/certification/about/AboutSHRMCertification/Pages/SHRM-CP.aspx)**or**[**Senior Certified Professional (SCP)**](https://www.shrm.org/certification/about/AboutSHRMCertification/Pages/SHRM-SCP.aspx) | **4 credits (Open Electives or Business Administration Elective)** | **Certificate** |  |
| **State of Illinois** | **Certified Nursing Assistant** | **5 credits** | **Evidence of Completion of a program** [**listed on the Illinois Department of Public Health Registry**](https://hcwrpub.dph.illinois.gov/Programs.aspx) **and listing on the** [**Illinois Department of Public Health - Health Care Worker Registry**](https://hcwrpub.dph.illinois.gov/Search.aspx) |  |
| [**State of IL**](http://www.ptb.state.il.us/) | [**Police Officer Basic Training**](http://www.ptb.state.il.us/) | **16 credits** |  |  |