DePaul University

School of Continuing and Professional Studies

Office of Prior Learning Assessment

**Written Competence-based PLA Checklist**

Use this checklist before submitting a Competence-based PLA (formerly known as an ILP.) By completing the items listed below, you have completed the steps necessary to submit your Competence-based PLA. These steps increase the likelihood that you be successful. But be aware you may be asked to revise a submission or your Competence-based PLA may be rejected if you do not demonstrate mastery of the competence.

|  |  |
| --- | --- |
| 1. I do not plan to graduate in the next two quarters. |  |
| 2. I have discussed potential Competence-based PLAs with my Academic Advisor and/or the SCPS PLA Advisor. |  |
| 3. I have reflected on my experiences and reviewed competence statements in order to find an appropriate match. |  |
| 4. If accepted, my Competence-based PLA would complete a degree requirement I have not completed. |  |
| 5. My Competence-based PLA specifically addresses the competence statement and all criteria that comprise a competence statement. |  |
| 6. My Competence-based PLA uses around 8 or more scholarly sources. All of these sources have been cited using both in-text and end text (Work Cited or Reference page) citations. |  |
| 7. My Competence-based PLA is approximately 10 pages (2000 words) to 12 pages (2400 words) and adheres to MLA or APA style. |  |
| 8. I have taken my written Competence-based PLA to the [DePaul Writing Center](https://condor.depaul.edu/writing/programs-writing-center.html) in order to review its essay structure (introduction, thesis, body paragraphs, conclusion, etc.) and citations. |  |
| 9. I have gathered any additional support (certificates, artifacts, licenses, etc.) and merged them with my Competence-based PLA into one clearly labeled file for submission. |  |
| 10. I have saved my responses for the  [Competence-based PLA Submission](https://scps.depaul.edu/student-resources/undergraduate-resources/prior-learning-assessment/submitted-forms/Pages/CompBasedStdFrm.aspx) Form in a separate document before entering them on the form.  |  |