DePaul University

Office of Prior Learning Assessment

**Pre-Approved PLA Checklist**

Once you complete this checklist, submit it and the relevant document(s) of completion to SCPSassessment@depaul.edu to begin the verification process.

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 advised that credentials and trainings not on this will not be processed.

As you work through the checklist, you are encouraged to consult with the PLA Advisor.

|  |  |
| --- | --- |
| Student Name: | Academic Advisor: |
| Student ID: |  |
| Home College (SCPS, LAS, etc.): |  |
| Date of PLA Submission: | Anticipated Graduation Quarter: |

|  |  |
| --- | --- |
| 1. I do not plan to graduate in the next two quarters. |  |
| If you do plan to graduate within the next quarters, contact OPLA as soon as possible to discuss your options. |  |
| 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 and the relevant document(s) of completion to SCPSAssessment@depaul.edu to begin the verification process. |

| **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) | 10 credits (Open Electives, Human Community Electives, and Major Electives) | **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** |  |  |
| **CompTIA** | Network+ | **4 credits** | **Certificate** |  |
| Security+ | **4 credits** | **Certificate** |  |
| Cloud+ | **4 credits** | **Certificate** |  |
| Mobility+ | **4 credits** | **Certificate** |  |
| A+ (2 Exams) | **6 credits** | **Certificate** |  |