

Please complete this form using Adobe Reader. If you don't have Adobe Reader installed, please click [here](#) to be redirected to Adobe to download:

<p>STEP 1: SELF ASSESSMENT</p>	<p>a) You must be a registered Durham College student to apply for PLAR.</p> <p>b) The deadline to make an application for full-time and part-time students (excluding PPL students) is 10 days from the start of classes.</p> <p>c) Obtain the current course outline for the course to be challenged and review the course learning outcomes (CLO). If you cannot locate this information, please contact the PLAR office.</p> <p>d) Complete pages 2, 3, 4 and 5 – Self Assessment of the PLAR form to evaluate and document whether your knowledge and skills substantially match the learning outcomes in the current course outline.</p> <p>e) Once pages 2, 3, 4 and 5 are completed, you will select your Academic Faculty and then submit the form by clicking on the highlighted field. Based on your email provider, the email for the Academic Faculty will automatically appear. If not, please save this form and then click here for more information regarding your Academic Faculty</p> <p>f) Program coordinators or designates will review the completed self-assessment form within 5 business days of receipt. The form will then be returned to the applicant indicating the applicant's eligibility. Timelines for completing the PLAR process shall be prescribed but may vary based on factors including, but not limited to: availability of faculty subject matter experts and; access to appropriate testing facilities.</p> <p>g) If you are approved, please proceed to STEP 2.</p>
<p>STEP 2: PLAR APPLICATION</p>	<p>a) To officially apply for PLAR, you must:</p> <ol style="list-style-type: none"> Complete page 6 – PLAR Application. <ul style="list-style-type: none"> DO NOT complete a new form. Use the APPROVED form that was signed by the Program Coordinator/Program Designate. This is the form that was returned to you by the Academic Faculty. Once page 6 is completed, you will submit the form by clicking on the highlighted field. Based on your email provider, the email for the PLAR office will automatically appear. If not, please save this form and email it to the PLAR office. Pay the non-refundable fee per course <ul style="list-style-type: none"> To view the PLAR fee for the current academic year, click here and scroll down to the Miscellaneous Fees section. Fees for PLAR are set by the college's Finance Committee as a non-refundable per course fee. At the time of payment, you may not see the PLAR fee appearing on your Durham College account. This is normal. The PLAR fee will be withdrawn from your student account once payment is received. <p>b) The PLAR Office will notify the appropriate Academic Faculty of the registered PLAR candidate.</p> <p>c) The school office will arrange for the release of the challenge assessment to the student within 20 business days. Once you have completed your PLAR challenge (excluding Tests/Exams), please submit it to the Academic Faculty. Timelines for completing the PLAR process shall be prescribed but may vary based on factors including, but not limited to: availability of faculty subject matter experts and; access to appropriate testing facilities.</p>
<p>STEP 3: PLAR EVALUATION</p>	<p>The PLAR office will notify the candidate within 2 business days of receiving the graded assessment from the Academic Faculty. Please refer to page 7 – PLAR Evaluation for your final grade.</p> <p>Passing grades obtained through the PLAR process will appear on the student's academic record, and are calculated as part of a student's grade point average.</p> <p>Failing grades obtained through the PLAR process will not be recorded on the student's academic record. Failing grades will be noted in the student information system for reference, as the candidate will not be permitted to PLAR the same course a second time.</p>

For more information or to request alternate formats of this form for accessibility, please contact plar@durhamcollege.ca

STEP 1 – SELF ASSESSMENT
(to be completed by the student)

Use the PLAR Self-Assessment Form to evaluate and document whether your knowledge and skills substantially match the learning outcomes in the current course outline. Once pages 2, 3 and 4 (*if applicable*) are completed, please submit this form to your Academic Faculty.

Student Identification

First Name:

Last Name:

Student Banner ID:

DC Email Address:

Personal Email Address:

Course Name:

Course Code:

Program:

PLAR Criteria

- | | | |
|--|-----|----|
| 1) I am 19 year of age or older or I have an OSSD or equivalent | Yes | No |
| 2) The course I am interested in is eligible for PLAR as noted on the second page of the course outline found by clicking here | Yes | No |
| 3) Have you failed this course in the previous two academic years? | Yes | No |
| 4) Were you registered in or audited this course in the previous 10 months? | Yes | No |

If you have selected 'No' to the PLAR criteria 1 and/or 2, you are not eligible to proceed.

If you have selected 'Yes' to the PLAR criteria 3 and/or 4, you are not eligible to proceed.

If you have selected 'Yes' to 1 and 2 AND 'No' to 3 and 4, please proceed to the next page and have the course outline available for reference.

Notice of Collection

In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, 1990*, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for use for the Office of the Registrar. Your personal information may also be used for various administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext. 3292.

**STEP 1 CONTINUED: LEVEL OF COMPETENCE
(to be completed by the Student)**

You must reference the Course Learning Outcomes (CLOs) from the Course Outline as posted on MyDC > Student Information > Course Outline. You may also access the course outline by clicking [here](#). The CLO's are located on page 3 or 4 of the course outline. A competency level rating for each Learning Outcome must be completed below using the following rating:

1. **Demonstrated** *I am able to **demonstrate** the learning outcome well enough to teach it to someone else.*
2. **Applied** *I can work independently to **apply** the learning outcome.*
3. **Assisted** *I need some **assistance** in using the outcome.*
4. **Developed** *I am **developing** skills and knowledge for this area.*
5. **No Experience** *I have **no experience** with the outcome.*

Important: Hours and experiences from a previously completed Field Placement course can not be used towards another Field Placement course.

How many CLO's are there for the course you would like to PLAR?

Learning Outcome <i>(You must address each CLO)</i>	Experience <i>(Please name the company/organization, and the dates of employment for work or volunteer experience)</i>	Level of Competence	Evidence of Prior Learning (a minimum of 50 words to describe each learning outcome is required) <i>(What previous training did you have in order to gain this knowledge/skill? How do you currently use this knowledge/ skill? What other experiences do you have in this area? - volunteer experience, personal development, workshops)</i>
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STUDENTS: to submit this form, please select your faculty.

FOR ACADEMIC FACULTY USE ONLY

Decision: Approved

Denied

Date:

Rationale:

Program Coordinator/Designate First Name:

Program Coordinator/Designate Last Name:

Signature:

STEP 2 – PLAR APPLICATION
(to be completed ONLY if the Self-Assessment form is APPROVED)

If your PLAR Self-Assessment form is **approved**, you must now submit a non-refundable fee to continue with the PLAR process. To view the PLAR fee for the current academic year, click [here](#) and scroll down to the **Miscellaneous Fees** section. Fees for PLAR are set by the college's Finance Committee as a non-refundable per course fee.

Please note, Durham College is no longer permitted to accept credit card payments on paper-based forms to ensure protection of credit card data. Please complete this form, submit it to plar@durhamcollege.ca and then make your payment on your Durham College account. You can do this online through an online payment from your banking institution or through the MyDC payment portal. For more information on how to pay your fee, please visit <https://durhamcollege.ca/financial-info/tuition-and-fees/how-to-pay>.

At the time of payment, you may not see the PLAR fee appearing on your Durham College account. This is normal. The PLAR fee will be withdrawn from your student account once payment is received.

If you have not accessed your MyDC portal in more than 90 days you will be required to reset your password please call 905.721.3333 or call 905.721.3000 if you have any questions. Please note your service may be held until payment in full is received.

Should a Faculty Subject Matter Expert (SME) not be obtained, the course will not be eligible to PLAR and a refunded credit will be issued to your student account.

Consent Declaration

I declare that I have read and fully understand [PLAR Policies and Procedures](#). Fees for PLAR are set by the college's Finance Committee as a non-refundable per course fee. Should a Faculty Subject Matter Expert (SME) not be obtained, the course will not be eligible to PLAR and a credit will be issued to your student account.

By submitting this form, I declare the above information to be true and accurate to the best of my knowledge as of the date of submission.

Date Submitted:

STEP 3 – PLAR EVALUATION**(to be completed by the Subject Matter Expert after grading the PLAR Challenge)**

Date of Evaluation:

Course Name:

Course Code:

Grade:

Results: Successful Unsuccessful

Subject Matter Expert First Name:

Subject Matter Expert Last Name:

Subject Matter Expert Signature:

Comments:

Office Use Only
(to be completed by the PLAR Coordinator)

Date Registered:

CRN:

Term:

Date Completed:

Academic History:

Enrolment Status:

Full-Time

Part-Time

PPL

Course Option:

Mass Challenge

PLAR Coordinator Signature & Date (must be digital signature with timestamp)