CHECKSHEET OF COURSE COMPETENCIES

Student Name:

Date:

Student ID Number:

Course Number:				
Course Title (from catalog):				
Course Description (from catalog):				
Number of Credit Hours:				
	Competency met by:			
Course Competencies (list one in each box)	Work experience ¹	Training ²	Narrative Interview ³	Skills Demonstration ⁴

¹ Work experience must be documented through dates and job descriptions appropriately matched to course competencies and a Letter of Verification from the employer.

Training must be documented through certificates signed by Training Coordinator or Work Supervisor.

³ Personal narrative is a typed analysis of how the competency is achieved. Verification of information in narrative will help support your position. A follow-up interview will be conducted between applicant and academic evaluator.

⁴ Summary of a skills demonstration with a faculty must be dated and signed by faculty in the block provided for each competency.

Additional Supporting Notes from Academic Evaluator

Provide any	other	supporting	ginformation	that j	ustifies	credit	being	awarded	through	narrative	e or
interview.											

Academic Evaluator Certification

I hereby certify that	has successfully met the				
	Student Name				
required competencies for					
	Course Number and Title				
and recommend he/she be given	hours college credit for this course. Number of Hours				
Academic Evaluator Signature	Date				
Division Chair Signature	Date				
Chief Academic Officer Signature	Date				