

## How to apply for Prior Learning Assessment and Recognition (PLAR)?

If you can demonstrate knowledge and skills gained through work, volunteering or other life experiences, you may apply for PLAR if that knowledge corresponds to a specific Georgian College course.

You may be required to submit an academic portfolio, challenge exam and or interview as your learning assessment.

***Please note: you must first accept your offer of admission and pay your deposit to Georgian prior to applying for PLAR.***

**Step 1.** Contact your program coordinator for further information regarding course outlines and to determine eligibility.

**Step 2.** Review the course outlines to see if your knowledge and skills match the learning outcomes of the course.

**Step 3.** Collect your supporting documents (if required). These may include: your resume, a letter describing your experiences and learning that relate to the course you are challenging, work samples and letters of verification from past employers or academic faculty.

**Step 4.** Complete the [PLAR request form](#) and gather the appropriate supporting documentation discussed with your program coordinator or academic designate.

**Step 5.** Pay the PLAR application fee – Please see [Associated fees](#) on the Credit Transfer webpage or the [PLAR request form](#) for fee and payment details.

**Step 6.** Submit your completed PLAR form and supporting documentation to the Credit Transfer Team in one of the following ways:

1. Email: [Credit Transfer Centre](#) with a PDF copy of the form and all supporting documentation
2. In Person: Office of the Registrar at the campus you will be attending
3. Mail: Attention

**Credit Transfer  
Georgian College  
One Georgian Dr.  
Barrie, ON L4M 3X9**

**Step 7.** Your completed PLAR form along with all supporting documents will be sent to the appropriate academic area for assessment. You will be contacted via email if further information is required and whether or not your challenge for PLAR has been accepted or not.