



Credit for Prior Learning Application Industry Recognized Credentials (IRC)

Harford ID: H

Last name

First name

Declared Program of Study:

Read and Complete Parts 1 & 2

PART 1:

Read both sides of this form thoroughly.

Prior Learning credit for IRC does not post to your HCC transcript until after you have successfully completed a three (3) credit HCC course and have declared a program of study.

HCC may not use more than 30 total credits of non-traditional credit towards degree requirements. (See CBE form for more)

Prior Learning credit for IRC is awarded based upon Harford Community College policy. There is no guarantee of transfer. If you plan to transfer, it is recommended that you check with you intended institution regarding their non-traditional credit transfer policy.

You must present the **official, original credential** to the division dean and gain the dean's signature for initial approval (see Part 2, Step 2 of this form).

The division dean must also sign the **copy** of the credential that will be turned in to Registration and Records with this application.

A copy of the credential should be submitted to Registration and Records with the application.

If you are currently enrolled in the course for which you would like to receive prior learning credit, please contact Registration and Records for further assistance with dropping the class.

It may take up to four (4) weeks for credit to be posted to your transcript.

You will receive an email notification to your OwlMail account once credit is posted to your transcript.

The following credentials have been approved for prior learning credit:

Organization	Credential	Eligible Course	Credits
National Instruments	CLAD (NI Certified LabVIEW Associate Developer)	ENGT 109	3
CompTIA	A+ Certification	CIS 114	3
CompTIA	Network+ Certification	CIS 135	3
CompTIA	Security+ Certification	CIS 210	3
Cisco	CCENT (CISCO Certified Entry Networking Technician)	ISS 111/112	6
Cisco	CCNA (CISCO Certified Network Associate)	ISS 213 & 214	6
	Certified Bookkeepers	ACCT 210	3

Sign to indicate that you have read and understand the above conditions of receiving credit for an industry recognized credential.

Student signature

Date

To complete this form, continue to PART 2 on the back.

PART 2:

Harford ID: H

Last Name:

First Name:

Step 1: Complete the grid below according to the appropriate prior learning credit you are seeking.

Credential	Course Prefix	Course Number	Course Title	Credits

Step 2: Contact appropriate division dean for approval and present with the *official, original* copy of credential. The division dean must sign as witness to the presentation of the *official, original* copy of credential.

Dean

Date

Step 3: Obtain the division dean's signature on a *copy* of the credential. Authorization will be granted upon signature of the dean both on the signature line below and on a copy of the credential.

Step 4: Attach the copy of the credential containing the division dean's signature to this application form and return the form to *Registration & Records*.

Step 5: To be completed by Registration & Records

Date Received:

Pending 3 credits at HCC: Yes No

Program of Study Declared: Yes No

Entered into Banner:

Credential on File:

Admit term:

Credit Posted Date:

Initials: