

**Wisconsin Indianhead Technical College
Experiential Learning/Portfolio Evaluation Procedures**

1. Review Course Outcome Summary available from the Student Services Office (OTS will receive training on how to find and print course outcome summaries) to determine whether or not your previous work experiences, business and industry training, military education or experience, or other prior learning matches the outcomes to a degree where you feel credit for prior learning should be considered. Pay particular attention to the competencies and the learning objectives for each competency.
2. Document your experiences in a portfolio (in printed format). Each competency should be listed separately with a narrative explaining your specific experiences. Include dates, times, total hours, place, supervisor, and any other pertinent information. Signed statements from employers and/or copies of training certificates are recommended for verification. These materials will be kept for our records, so please do not include originals that you'd like returned. *(NOTE: This document must refer to PRIOR experiences only and must be verifiable upon request.)*
3. Submit portfolio with a completed Credit for Prior Learning Form and appropriate fees to Student Services. Portfolio will not be reviewed until fees are paid. These fees are nonrefundable.
4. Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. The pink copy of the Credit for Prior Learning Form will be returned to you with notice of approval/disapproval.