

Bachelor of Professional Studies

Evaluation of Prior Learning for PLA Credit Awards

Students pursuing the Bachelor of Professional Studies degree at the University of Southern Indiana may request a review of professional development and training not otherwise accepted as transfer credit. A full description of USI's policy on awarding credit for prior learning can be found [here](#). Examples include real estate sales and broker training, EMT certification, insurance, banking, and financial services, computer technology, or coursework from a non-accredited post-secondary institution. Upon a portfolio review, the BPS program committee may recommend up to 30 hours of PLA credit. To begin this review process, students should follow these steps:

1. Consult with the Bachelor of Professional Studies program advisor to determine if a portfolio review is appropriate and discuss the portfolio review process.
2. Prepare all documentation of professional training according to guidelines listed below.
3. Submit the Prior Learning Assessment fee (currently \$250.00) via the [Prior Learning Assessment payment portal](#)
4. Prepare and submit a draft of the portfolio to the BPS program advisor for review and make any additions or corrections.

Deadlines: The student should prepare and submit the portfolio for review by September 15 in the Fall semester and February 15 in the Spring semester.

Guidelines for preparing a portfolio for review

- Title page including name, date of submission.
- Resume
- Brief self-introduction in paragraph form
- Table of Contents - each training experience listed by title, agency and date(s) completed.
- An overview of each training experience (See next section)

Each Training Experience Supporting Documents

Each training experience included in the portfolio should include the following information.

1. *Name and address of training or licensing organization* - to include a physical mailing address and web information. This information is used to verify training program and agency, and maintain consistency in awarding PLA credit.
2. *Does this training lead to a professional certification or license?* If so, list the certifying agency, type of license and provide documentation. Description of the topics, learning outcomes, and subject matter covered - what was the content of the course? (paragraph form). This information explains the depth of study that can relate to equivalent college-level coursework and potential credit award. This should include any textbooks, laws and regulations, and general theories discussed during the training. Examples include a copy of table of contents in training manual or text, class syllabus
3. *Description of the format and course activities (paragraph form)*. Examples include lecture, self-guided learning, class discussions, reading assignments, hands-on practice, case studies, online reading
4. *Estimate of number of clock hours devoted to this training and how this might be documented*. While not always a consideration in a credit award, time spent with reading, learning activities, or preparing for tests can indicate a level of preparation and learning
5. *Description of assessments and/or assignments* - how was performance and learning evaluated? (paragraph form). Examples include final exam, quizzes, peer evaluation, written feedback, self-evaluation, practical exam
6. *Documentation of student completion of training or examination* – including date(s). Student must show that he/she completed this training or examination and provide a date that can be independently verified. Examples include certificate of completion, license, letter from examiner on letterhead.
7. Brief narrative (written in first person) in paragraph form, including the following information:

- a. Why you chose to participate in this training program
- b. The one or two most important concepts and ideas you learned from this training
- c. One or two ways that you have consistently used the information gained from this learning experience
- d. The impact of this training on your career or personal development - how does this training fit into your career development?

<p><i>All materials should be printed or copied on standard 8½" x 11" paper and submitted to either of the BPS Program Advisors, Orr Center Room 3074D, 8600 University Blvd., Evansville, IN 47712. Please include student name, ID number, and contact information. You may also send this material electronically to srtodd@usi.edu .</i></p>	<p><i>All materials should be printed or copied on standard 8½" x 11" paper and submitted to either of the BPS Program Advisors, Orr Center Room 3074B, 8600 University Blvd., Evansville, IN 47712. Please include student name, ID number, and contact information. You may also send this material electronically to rcgude@usi.edu .</i></p>
---	---

PLA Credit Checklist for Portfolio Review

Date completed	Portfolio Component	Notes
	Conference with BPS Advisor	srtodd@usi.edu or 812-465-7117 rcgude@usi.edu or 812-464-1879
	Portfolio Assessment Fee	\$250 paid through portal
	Title page - name, date	See guidelines
	Resume	Most formats acceptable
	Brief self-introduction	Paragraph form
	Table of Contents	See guidelines
	Training Experience #1	
	Agency name	Mailing address & web information
	License or Certification?	Discuss with program advisor
	Description of Course Content	Learning outcomes, theories, regulations - paragraph form
	Description of Format and Course Activities	Paragraph form
	Clock Hours	Estimate and documentation (if any)
	Assessment	Paragraph form
	Completion of Training	Document/certificate/letterhead
	Narrative	See guidelines
	Training Experience #2	
	Agency name	Mailing address & web information
	License or Certification?	Discuss with program advisor
	Description of Course Content	Learning outcomes, theories, regulations - paragraph form
	Description of Format and Course Activities	Paragraph form
	Clock Hours	Estimate and documentation (if any)
	Assessment	Paragraph form
	Completion of Training	Document/certificate/letterhead
	Narrative	See guidelines
	Repeat if needed	

University of Southern Indiana
Bachelor of Professional Studies Prior Learning Portfolio
INSERT NAME
Submitted: INSERT DATE

Table of Contents

1. Resume
2. Self-Introduction
3. Training Experience #1
4. Training Experience #2 (Repeat as necessary)
5. Appendix

Resume

[Insert your professional resume here.]

Self-Introduction (Example)

Hello, my name is [Insert Name]. I am currently pursuing a Bachelor of Professional Studies degree at the University of Southern Indiana. I have over ten years of professional experience in [specific field] and have completed multiple certifications and training programs to advance my career. I am applying for Prior Learning Assessment credit to recognize the knowledge and skills I have gained through these professional development experiences.

Training Experience #1 (Example)

Agency Details

Name of training/licensing organization: Certified Financial Institute

Physical mailing address: 123 Finance Lane, Evansville, IN 47712

Web information: www.certifiedfinancialinstitute.com

City and State: Evansville, Indiana

Certification or License

This training led to a professional certification: Certified Financial Planner (CFP).

Certifying agency: National Association of Financial Professionals.

Documentation: Certificate of Completion attached.

Description of Course Content

The Certified Financial Planner training provided a comprehensive overview of financial planning concepts, including retirement planning, tax strategies, investment portfolio design, and risk management. Topics covered included: client assessment, financial analysis techniques, legal regulations affecting financial advisors, and ethical considerations. Textbooks included 'Financial Planning: Theory and Practice' and supplemental readings on federal tax codes.

How Learning Was Completed

The training was conducted over a 16-week period from January 15, 2023, to May 5, 2023. It included twice-weekly live classes held at the Certified Financial Institute in Evansville, Indiana, as well as online self-paced modules. Each class lasted 3 hours, focusing on interactive discussions and case study analysis. Assignments were completed online, and group projects required weekly collaboration.

Clock Hours

The program required approximately 150 clock hours, which included 48 hours of live instruction, 52 hours of self-guided study, and 50 hours dedicated to group projects and case study preparation.

Assessment

Assessments included weekly quizzes, a midterm exam, and a final project. Weekly quizzes focused on key topics such as risk assessment and tax regulations. The midterm exam required a detailed analysis of a mock client's financial situation, while the final project involved creating a comprehensive financial plan that integrated all course concepts. Participants presented their projects to a panel of instructors.

Completion Documentation

I successfully completed the program on May 5, 2023, and earned the Certified Financial Planner (CFP) designation. The Certificate of Completion and a letter of verification from the Certified Financial Institute are attached.

Narrative

I enrolled in this program to enhance my ability to provide comprehensive financial services to clients. The most impactful topics I learned included investment portfolio strategies and advanced tax planning techniques. For example, I applied these strategies by developing customized investment plans for my clients, resulting in a 25% improvement in their portfolio performance. This training significantly expanded my expertise and enabled me to build stronger client relationships by offering tailored financial solutions.

Training Experience #2 (Example)

Agency Details

Name of training/licensing organization: American Red Cross

Physical mailing address: 456 Emergency Lane, Evansville, IN 47712

Web information: www.redcross.org

City and State: Evansville, Indiana

Certification or License

This training led to a professional certification: Emergency Medical Technician (EMT) Certification.

Certifying agency: American Red Cross.

Documentation: Certification attached.

Description of Course Content

The EMT training covered emergency medical procedures, including CPR, patient transport, trauma response, and basic pharmacology. Topics included: airway management, anatomy and physiology, and legal considerations for EMTs. Textbooks included 'Emergency Care and Transportation of the Sick and Injured' and supplemental online modules.

How Learning Was Completed

The training took place over a 12-week period from March 1, 2023, to May 30, 2023, at the American Red Cross Center in Evansville, Indiana. Classes were held twice a week for 4 hours each, supplemented by online modules and practical, hands-on training sessions. Simulated emergencies, such as mock car accidents and cardiac arrests, provided real-world practice under supervision.

Clock Hours

The program required a total of 200 clock hours, including 96 hours of classroom instruction, 64 hours of practical training, and 40 hours of independent study and online coursework.

Assessment

Assessments included practical evaluations, written exams, and a final certification exam. Practical assessments involved performing CPR, using an automated external defibrillator (AED), and stabilizing patients during mock scenarios. The final exam tested theoretical knowledge on emergency protocols and practical skills through a hands-on simulation.

Completion Documentation

I earned my Emergency Medical Technician (EMT) certification on May 30, 2023. Certification documents and a letter of verification from the American Red Cross are attached.

Narrative

I pursued this training to enhance my ability to respond to medical emergencies and support my community. The most valuable lessons I learned included patient triage techniques and effective communication under pressure. Since completing the program, I have volunteered as an EMT for community events, assisting in over 40 emergency situations. This training has deepened my confidence in handling high-stress situations and strengthened my commitment to public service.

Submission Checklist

Portfolio Component	Date Completed	Notes
Conference with BPS Advisor	[Insert Date]	[Notes]
PLA Assessment Fee Paid	[Insert Date]	[Notes]
Title Page (Name, Date)	[Insert Date]	[Notes]
Resume	[Insert Date]	[Notes]
Self-Introduction	[Insert Date]	[Notes]
Table of Contents	[Insert Date]	[Notes]
Training Experience #1	[Insert Date]	[Notes]
Training Experience #2	[Insert Date]	[Notes]
Appendix		