



Faculty's Steps to Eligibility Checklist for CPL

- Review this website and the resources to familiarize yourself with CPL.
- Contact the CPL District Lead, Heather Sisneros, at hsisneros@peralta.edu
- Meet with the CPL District Lead to...
 - Evaluate the course using a CPL Inventory/Crosswalk spreadsheet (provided by the coordinator).
 - Review and possibly strengthen the course SLOs to support effective CPL assessment.
 - Determine the method(s) of assessment that best suit this course.
- Meet with the Articulation Officer.
- If you determine that the course is a great fit for CPL, inform your department Chair and colleagues and bring them into the conversation.
- If Portfolio Review or Credit By Exam is a method of assessment for your course, collaborate with at least one other faculty discipline expert to develop a rubric or exam. (A CPL Portfolio rubric template will be provided for you.)
- If Industry Certification or Military Transcript is a method of assessment for your course, you will need to provide a copy of the certificate and/or military transcript information to the CPL Coordinator. The Coordinator can also help you determine which military transcripts align with your course learning outcomes by using the [ACE \(American Council on Education\)](#) website as a resource.
- Once these steps have been completed, your CPL Inventory Spreadsheet and assessment materials/methods will be reviewed to make sure they meet transfer eligibility requirements, and then a [CPL Eligibility Approval Form](#) will be signed by you, your Department Chair, the Articulation Officer and the CPL Coordinator.
- The CPL course will be added to the CPL Website and Course List page.
- The CPL Coordinator will take the next steps to provide any necessary materials to students services, for example, adding an industry certification or military transcript to our database.
- Students will then be able to start their CPL process to demonstrate their prior learning and earn credit for this course, by meeting with a counselor to create an education plan (required by Title 5.) and then reaching out to either the CPL Coordinator or the discipline faculty.
- If a student is required to take an exam or provide a portfolio to earn CPL for your course, a special section of the course will be created in Canvas where the student can upload their work and the instructor can evaluate it and post a grade to eservices/My Palomar. (This process is still being developed, but for now, the CPL Coordinator can help with this step.)
- If the CPL assessment is industry certification or military transcript, the student can work directly with records and evaluations to determine CPL eligibility. They will not need to meet with the discipline faculty.
- This grade will then show on the students transcript as prior learning assessment, with the method of assessment clearly annotated.