



## Prior Learning Assessment Process 10 STEPS FOR STUDENTS

- Step One:**  
Learn about Exemption Credit and explore this option. This could be through faculty, a PASS session, word of mouth, online orientation or the [PLA webpage](#).
- Step Two:**  
Identify your own possible college level learning options.
- Step Three:**  
Obtain and complete the form: [Student Application for Prior Learning Assessment \(pdf\)](#). There is also a link for the form on the [PLA webpage](#) on the Greenville Technical College website.
- Step Four:**  
Gather documentation that demonstrates that prior learning occurred. Request that your military transcript be sent to Student Records, if relevant.
- Step Five:**  
Contact a PLA Evaluator for an appointment. The list of evaluators can be found on the [PLA webpage](#) on the GTC website.
- Step Six:**  
Meet with a PLA Evaluator. Turn in documentation to the PLA Evaluator.
- Step Seven:**  
Fees are required for exemption exams and portfolio assessments. Pay any required fees at the Business Office. Be sure to receive a receipt of payment.
- Step Eight:**  
Provide the receipt of payment to the PLA evaluator. Complete exemption exam if required for validation.
- Step Nine:**  
Receive notification on the final evaluation results.
- Step Ten:**  
View your updated personal record that includes exemption credit if awarded using the [Student Planning Tool](#).