

Private Career Schools Environmental Scan
by
CPL Advisory Committee

HB 4059: INTRODUCTION TO ENVIRONMENTAL SCAN

The responsibility for implementing HB 4059 was given to the Higher Education Coordinating Commission (HECC) with the passage of HB 4059 (2012). A Credit for Prior Learning (CPL) Advisory Committee was appointed by the HECC to organize and complete work associated with achieving the goals as set forth in HB 4059 (ORS 350.110). The Committee is represented by all four postsecondary sectors in the State of Oregon. The CPL Advisory Committee annually adopts a work plan and provides progress reports to the HECC and the HECC Student Success and Institutional Collaboration (SSIC) Subcommittee in the form of annual reports.

What has the CPL Advisory Committee accomplished thus far?

1. **Preliminary Environmental Scan:** An environmental scan was completed in 2012 for all four postsecondary sectors. To compile results, the Advisory Committee requested information from a designated point person for each sector. This was not an exhaustive study, nor a comprehensive measurement detailing which institutions participate in CPL; it was merely a method to collect data.
2. **CPL Standards:** HECC directed Oregon postsecondary institutions to adopt a set of Credit for Prior Learning (CPL) Standards and to use these Standards to implement assessment processes for awarding CPL. The Standards were developed to recognize and acknowledge that credit awarded for prior learning is granted only for evidence of learning and not solely on the basis of experience. Foundational to these Standards is faculty involvement and use of their expertise to assess credit awarded to students. During the fall of 2013, the Standards were reviewed by Oregon's postsecondary institutions. Feedback was reviewed by the Advisory Committee and the full HECC during the winter of 2013-14. The Standards were adopted by the HECC in May 2014.

What is the purpose of the environmental scan? This environmental scan should not be mistaken for a compliance survey. It is strictly for the CPL Advisory Committee to have a better understanding of how to improve awareness of the CPL Standards and what items may prove to be challenging or confusing for institutions. All data will be compiled and aggregated for the purpose of improving services to the institutions and students they serve. Names of institutions will be withheld.

Thank you for your willingness to participate. This is what we envision when reviewing the survey at the institution:

This survey will be sent to the school owner with the expectation that the survey will be completed by multiple individuals at the career school.

If you have questions or comments regarding the survey, please do not hesitate to contact: Alethia Miller, CPL Committee Administrator

E-mail: Alethia.Miller@state.or.us Phone: 503-947-2440

Thank you for your participation and willingness to address institutional challenges and barriers.

Sincerely,

CPL Advisory Committee Members

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Question 1: Does your institution offer Credit for Prior Learning (CPL)? Credit for Prior Learning is defined as a practice institutions use to award students credit for demonstrated competency and mastery through experiential learning. Students earn college credit for work/life experience, independent studies, or licensures and certifications, earned prior to starting school.

[Yes]

[No] If the answer is no, please comment on the future of CPL at your school. Please indicate where this information is available to students and stakeholders (electronic catalog, website etc).

[If the answer is 'No' then survey ends.]

Question 2: If you indicated 'yes' above, where is the information (indicating that your school offers CPL) available to students? NOTE – please include website hyperlinks, location in catalog, other area etc.

Standard 1: Credit for Prior Learning Requisites

Question 3: Does your school have policies and procedures for awarding credit for prior learning? ?

Please indicate where this is available. (catalog with page number, website or other format):

Question 4: Who from your school participates in awarding Credit for Prior Learning? (example: School owner, Admissions representative, Registrar, Director of Education etc.).

Question 5. What types of CPL credit are you awarding?

Check the boxes that apply:

Credit – By-Exam (CLEP, DANTES, etc.)

Industry Certifications

Institutional Challenge Exams and other exams

Military Credit

Portfolios

Professional Licensure

Other forms of authentic assessment to award CPL credit- Fill in: _____

Standard 2: Evidence-Based Assessment

Question 6: Have you developed a process for evaluating and awarding CPL credit? If so, what do you do? (example: tests developed by the school, final examinations, performance evaluation, presentations, portfolios, industry certifications, demonstrations etc).

Standard 3: Tuition and Fee Structure

Question 7: Does your school have a tuition and fee policy for CPL? If so, please describe.

Standard 4: Transferability and Transcription

Question 8: Does your school work with other schools to transfer CPL credit from one school to another?

[Yes] If the answer is yes, please describe how this is done.

[No] If the answer is no, please describe barriers:

Question 9: Is the documentation used to award CPL credit maintained as part of the student's official record in compliance with state administrative rules and the school's policy?

[Yes] If the answer is yes, please describe:

[No] If the answer is no, then please describe barriers:

Question 10: How does your school notate on the official student record, or transcript when credit is awarded via CPL (Standard 4.4). Please describe.

Standard 6: Faculty and Staff Development

Question 11: Does your school offer any kind of professional development to faculty and staff for the purposes of CPL evaluation? If so, please describe:

Standard 8: Transparency/Access

Question 12. Has your school developed a process to guide students through the CPL credit awarding process or transfer credit process?

[Yes] Describe the process

[No] If the answer is no, please describe barriers:

Question 13. Where is this guided process described?

[Check] Website

[Check] Catalog

[Check] Searchable in school's website using term, "Credit for Prior Learning"

[Check] Other _____

Question 14. What is your school doing to promote CPL to students and other stakeholders?

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