Prior Learning for Credit for CNG 2080 Internship

1. Visit the PPSC Prior Learning for Credit website and submit a form to apply.

2. Create a portfolio for faculty review. In this portfolio, please include the following:

   - A letter requesting Prior Learning for Credit. Explain that you are/were employed at a company in an IT position. Please provide all the relevant information--job title, dates, location, and name of supervisor. Use proper business letter format.

   - A recent resume that includes the work experience

   - A job description of the position with an explanation of your job duties

   - A copy of your unofficial PPSC transcript

   - A completed CNG final internship evaluation completed by your supervisor. If a company evaluation form was/is used, it can be substituted for our form.

3. Submit your completed portfolio using the PLA portfolio student agreement form

4. Watch your student email account for results of your portfolio.