

John Tyler Community College Policies and Procedures

Credit for Prior Learning Procedures

Credits Earned in Non-traditional Education/Training Programs Military-Related Experiences

Military Service Courses:

Credit will be granted for military service school courses and skills if the awarding of credit is recommended in the current edition of the American Council on Education publication, *A Guide to the Evaluation of Educational Experiences in the Armed Services* and approved by the academic dean of the student's chosen curriculum. The following information must be obtained:

- a. Full and correct title of course;
- b. Location of training;
- c. Length of course in weeks;
- d. Exact dates of attendance; and
- e. Branch of Service that gave the course.

Upon admission to the college, active duty service members and veterans may request official transcripts of their service connected course work through the Joint Services Transcript (JST) repository available to those who served in the Army, Navy, Marines and Coast Guard. Those who served in the Air Force will need to obtain transcripts through the Community College of the Air Force. In accordance with the guidelines set forth by the American Council on Education, as well as the recommendations of the appropriate division dean, credit will be awarded for course work and occupations that are applicable to the curriculum. Transcripts may be obtained through the Joint Services Transcript website at <https://jst.doded.mil/>.

Military service courses and skills should be equivalent to JTCC courses and will be used as the student's program determines. Military service credit in occupational-technical areas that is ten or more years old and is to be applied toward graduation in the occupational-technical area must be approved by the appropriate academic dean. Students who have completed basic training, regardless of the date of military experience, may receive 2 PED elective credits.

Community College of the Air Force:

Air Force personnel, both active and veteran, must submit a CCAF (Community College of the Air Force) transcript. Transcripts may be obtained from CCAF/RRR, 130 West Maxwell Blvd., Maxwell Air Force Base, AL 36112-6613. CCAF will not accept fax requests for transcripts.

Criminal Justice Academies

Virginia Department of Criminal Justice Service (DCJS) Academies:

JTCC will grant credit for the completion of training programs certified by the Virginia Department of Criminal Justice Services. Graduates shall provide their official transcripts from the Department of Criminal Justice Services or the training academy in which the training was conducted to certify successful completion. Credits will be awarded as follows:

Law Enforcement Officer (Training completed after 2003)

ADJ 100	3 credits
ADJ 133	3 credits
ADJ 160	3 credits
ADJ 211	3 credits
ADJ 212	3 credits
ADJ 236	3 credits
PED Electives	<u>2 credits</u>
Total	20 credits

Corrections Officer/Jailer (Training completed after 2007)

ADJ 100	3 credits
ADJ 211	3 credits
ADJ 241	3 credits
PED Electives	<u>2 credits</u>
Total	11 credits

Virginia State Police Academy:

Per the statewide agreement, credits will be awarded as follows:

ADJ 100	3 credits
ADJ 133	3 credits
ADJ 160	3 credits
ADJ 211	3 credits
ADJ 212	3 credits
ADJ 236	3 credits
ADJ Electives	3 credits
PED Electives	<u>2 credits</u>
Total	23 credits

Health Services Experiences

Emergency Medical Technician Certification:

Evidence of current certification, such as the EMT certification card, must be presented to Admissions and Records to receive the following:

EMT-Basic, Virginia

EMS 111	7 credits
EMS 120	<u>1 credit</u>
Total	8 credits

EMT-Enhanced or Advanced, Virginia

EMS 111	7 credits
EMS 120	1 credit
EMS 151	4 credits
EMS 170	<u>1 credit</u>
Total	13 credits

EMT-Advanced, Virginia AND National Registry Advanced

EMS 111	7 credits
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EMS 120	1 credit
EMS 151	4 credits
EMS 152	2 credits
EMS 170	<u>1 credit</u>
Total	15 credits

EMT-Intermediate, Virginia

EMS 111	7 credits
EMS 120	1 credit
EMS 151	4 credits
EMS 152	2 credits
EMS 153	2 credits
EMS 154	2 credits
EMS 157	3 credits
EMS 159	3 credits
EMS 170	1 credit
EMS 172	1 credit
EMS 173	<u>1 credit</u>
Total	27 credits

National Registry Paramedic

EMS 111	7 credits
EMS 120	1 credit
EMS 151	4 credits
EMS 152	2 credits
EMS 153	2 credits
EMS 154	2 credits
EMS 157	3 credits
EMS 159	3 credits
EMS 170	1 credit
EMS 172	1 credit
EMS 173	1 credit
EMS 201	3 credits
EMS 205	4 credits
EMS 207	3 credits
EMS 209	4 credits
EMS 211	2 credits
EMS 242	1 credit
EMS 243	1 credit
EMS 244	1 credit
EMS 245	1 credit
Total	47 credits

First Aid and CPR Certification:

Evidence of current certification, such as a First Aid or CPR card, must be presented to Admissions and Records to receive the following:

First Aid and CPR Cards

HLT 106 2 credits

CPR Card

HLT 105 1 credit

First Aid Card

HLT Elective 1 credit

CPR for Healthcare Providers and First Aid Cards

HLT 100 2 credits

CPR and AED Defibrillator Cards

HLT 105 1 credit

HLT Elective 1 credit

Online CPR/First Aid cards/documentation are not accepted at John Tyler Community College.

Safety

Evidence of current Occupational Safety and Health Administration (OSHA) 10-Hour General Safety certification can be presented to Admissions and Records to receive credit for SAF 130 (1 credit).

Machine Technology

Students in the Precision Machining Technology Certificate Program or the Computer Numerical Control Program who present evidence of NIMS Certification will receive credit as outlined below.

Measurement, Materials & Safety

MAC 161

Job Planning, Benchwork & Layout AND Turning I (Between Centers)

MAC 162

Turning I (Chucking) AND Milling I

MAC 163

Milling I AND Grinding I

MAC 164

CNC Turning (Lathe) Operations AND/OR CNC Mill Operations

MAC 121

MAC 122

MAC 123

Technical Studies

Students in the following programs who present evidence of certifications listed below will be awarded credit as outlined.

Architectural Egr. Technology AAS; Computer Aided Drafting & Modeling CSC; Mechanical Egr. Technology AAS; Mech. Egr. Tech.-Mechatronics AAS; Survey & Geographic Info. Systems CSC; Technical Studies AAS

AutoCAD Certified User

CAD 201 and CAD 202

Autodesk Inventor Certified User

CAD 241 and CAD 202

Autodesk Revit Certified User

ARC 221 and ARC 222

Students in the Technical Studies Program who present evidence of related prior work experience and/or training to their program advisor and academic dean may be eligible for credit in IND 197 and/or IND 297. Upon the presentation of the approved IND 197 and IND 297 Work-Based Learning Application for Credit Earned form to Admissions and Records, a student will be awarded the designated number of credits (not to exceed 9 credits) in IND 197 and/or IND 297.

Child Development Associate Credential

Credit will be granted for completion of the Child Development Associate (CDA) Credential. Students should submit an official CDA certificate to Admissions and Records. Credits will be awarded as follows:

CHD 145 (3 credits)

CHD 235 (3 credits)

Other CHD coursework may be substituted at the discretion of the program chair.

Early Childhood Care Certification

Credit will be granted for a minimum score of 75% on the National Occupational Competency Testing Institute (NOCTI) Early Childhood Education and Care examinations. Students should submit an official NOCTI College Credit Recommendation Report to Admissions and Records. Credits will be awarded as follows:

EDU 235 (3 credits) for the NOCTI Early Childhood Education and Care – Basic Assessment (4016)

CHD 145 (3 credits) for the NOCTI Early Childhood Education and Care - Advanced Assessment (4017)

Other CHD courses may be substituted at the discretion of the program chair. In order to receive this credit, a student must enroll in the Early Childhood Development Program at John Tyler Community College within three years of taking the NOCTI assessment.

IT Industry Certification

Note: Credit will be granted for the following IT industry certifications for the most current and one prior software version.

A+ Certification:	ITN 101 (3 credits)
MCSE Certification:	ITN 112 (3 credits)
MOS Certification-Proficient Level-Word:	AST 132 (1 credit)
MOS Certification-Proficient Level-Excel:	ITE 141 (1 credit)
MOS Certification-Proficient Level-Access:	ITE 151 (1 credit)
MOS Certification-Proficient Level-PowerPoint:	AST 147 (1 credit)
MOS Certification-Expert Level-Word:	AST 134 (1 credit)

Cisco Networking Certification Exam

ICND1 (CCENT): ITN 154 (4 credits) and ITN 155 (3 credits).

ICND2 (CCNA): Encompasses all 4 Cisco networking courses: ITN 154 (4 credits), ITN 155 (3 credits), ITN 156 (3 credits) and ITN 157 (3 credits)

Life Experience Credit

Students who believe that their previous educational studies, training programs or work experiences may be equivalent to the content of college courses should contact their faculty advisors, or the Advising Center. Only credit-by-exam courses administered by JTCC can be used to satisfy course requirements. Credit-by-exam courses from other institutions are not transferable.

Students who wish to request credit for life experiences must register for SDV 198 (Portfolio Development). Only 25% of the credits that are accepted can be used toward any curriculum at JTCC. Students who are interested in credit-by-examination should contact the appropriate academic division dean. The credit-by-examination fee is \$75.00 per class.