

Prior Learning Assessment and Recognition (PLAR) Registration Form



The Square, Mohawk College | 135 Fennel Avenue West, Hamilton, ON L9C 0E5 | Fax: 905-575-2348

If you know your Mohawk College ID, enter it here: Previous student at Mohawk: Yes No

Did you have a previous last name? If so, include it here so we can match your student record. _____ Previous Last Name

**Date of Birth: / / **Ontario Education Number (OEN):
(Eg.01/Jan/1968) Day Month Year

**Gender: Male Female Are you a Canadian Citizen, Indigenous or landed Immigrant? Yes No Do you possess a high school Diploma? Yes No

Last Name	First Name	Middle Name (full – not initial)	
Unit/Apt	Street Address		
City	Province	Postal Code	
Home Phone	Business Phone	Ext	
Personal E-mail Address			

Program Name:		Continuing Education <input type="checkbox"/>	Full-time <input type="checkbox"/>
Course Information		Office Use Only	
Subject / Course Code	Course Name	CRN	Section

Office Use Only

Department Approval:	(Please Print)	
<small>(NOTE: Approval may also be given via e-mail to plar@mohawkcollege.ca)</small>		
Assessor:	Ext:	Email:
Emailed Assessor:	Emailed Student:	PLAR Authorization:

Payment Information - Course fees must be paid in full at the time of registration

Cash Debit Certified Cheque* Money Order* Bank Draft* Sponsored Visa Master Card (*Payable to Mohawk College)

Complete below if paying by Visa or Mastercard:

Cardholder Name as appears on card _____

Cardholder Signature _____ Date _____

Card Number: _____ CVA Number: _____ Expiry Date: ____ / ____

**NOTE: Date of Birth and Gender are required on the Mohawk College Student Record System to assist in the retrieval of your academic grades, and to issue income tax receipts | PRIVACY AND CONFIDENTIALITY: Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at mohawkcollege.ca/legal.

Guidelines for Prior Learning Assessment & Recognition (PLAR)

1. A candidate must earn a minimum 25% of credits as a registered student in a Mohawk College program. Candidates may obtain a maximum 75% credits through PLAR.
2. Earning credits through PLAR does not guarantee entry into a program of study. Candidates must comply with established admission procedures to be admitted to a program.
3. Students who have failed credit courses, or been unsuccessful in a previous challenge, do not qualify for PLAR assessment unless one year has lapsed and evidence is provided to demonstrate additional learning.
4. The Dean/Associate Dean has the discretion to deny a PLAR request for a failed course.
5. The assessment fee is non-refundable and must be paid in full prior to assessment.
6. The assessment process is determined by the academic area. The assessor may require a challenge exam, portfolio assessment, or both. Additional demonstration of learning may be requested at the assessor's discretion. The assessor may contact references to verify sources of documentation.
7. If learning fails to match the outcomes of a given course, a "UW" - Unofficial Withdrawal - will appear on the candidate's transcript. Assessors will make all reasonable efforts to transcribe credits through PLAR in the same way as the course. Where that is not possible, a "CR" - Credit - will be used.
8. Candidates should allow one academic term for evaluation and completion of PLAR credits.
9. The PLAR appeal process is available in the [Academic Appeals Policy](#).
10. The candidate certifies that submissions are authentic, accurate, and true. Falsified or misrepresented applications may be denied at the discretion of the academic area.

For more information please refer to the [PLAR Policy](#).