

**CATHOLIC DISTRICT SCHOOL BOARD  
OF EASTERN ONTARIO**

**MINISTRY OF EDUCATION APPLICATION FORM  
APPLICATION TO CHALLENGE FOR CREDIT FOR A COURSE**

***Please complete this application form and submit it to your school principal. More information about PLAR is available on the Ministry website: [www.edu.gov.on.ca](http://www.edu.gov.on.ca).***

Surname: \_\_\_\_\_

Given names: \_\_\_\_\_

MIN/OEN: \_\_\_\_\_ Grade: \_\_\_\_\_

Gender: \_\_\_male\_\_\_female Date of birth: \_\_\_year\_\_\_month\_\_\_day

Name of parent/guardian: \_\_\_\_\_

School: \_\_\_\_\_

I wish to challenge for credit for the following course:

Course Title	Course Type	Course Grade/Level	Course Code

I am aware that a passing or failing mark resulting from a challenge for credit for a Grade 11 or 12 course will be entered on my Ontario Student Transcript and that a passing or failing mark or a withdrawal resulting from a challenge for credit for any Grade 10, 11, or 12 course will be entered on my PLAR tracking record and maintained in my Ontario Student Record.

I am aware that the PLAR challenge process will include formal tests (balanced between written work and demonstration, as appropriate for the subject) worth 70 per cent of the final mark, and other types of assessment worth 30 per cent of the final mark. I am aware that my skills and knowledge will be evaluated against the expectations outlined in the appropriate provincial curriculum policy document. I am aware that a maximum of four credits may be granted through the challenge process for courses in Grades 10 to 12, with no more than two in any one discipline.

I am submitting the following as evidence that I am qualified to challenge for credit for this course:

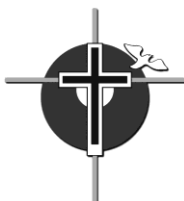
- \_\_\_\_\_ letter(s) of recommendation from teacher(s) familiar with the course expectations and CGEs
- \_\_\_\_\_ letter(s) of recommendation from member(s) of the community
- \_\_\_\_\_ a portfolio of relevant work
- \_\_\_\_\_ proof of successful relevant experience in a supervised setting
- \_\_\_\_\_ proof of independent learning in a relevant area
- \_\_\_\_\_ a videotape, audiotape, or CD-ROM with samples of relevant work
- \_\_\_\_\_ proof of relevant prior learning from another educational jurisdiction
- \_\_\_\_\_ proof of successful completion of courses identified as prerequisites for this course

## Attachment 1

### Student Paragraph

Write a paragraph of **100–200 words** stating why you want to challenge for credit for this course. Be sure to include the following:

- ways in which the course credit will help you to fulfil your educational goals
- your special interests and skills related to this course



I have reviewed the curriculum expectations and the descriptions of the levels of achievement for this course with a designated subject teacher.

I understand that a board/school committee will review my application.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of teacher-adviser/  
guidance counsellor: \_\_\_\_\_ Date: \_\_\_\_\_

**PLAR Application Checklist:**

**Please ensure that you have included the following pieces with your application:**

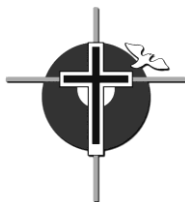
- Registration form**
- Knowledge & Skills Profiles**
- Reference Forms**

**Registration forms are due to the school principal no later than \_\_\_\_\_.**

**FOR OFFICE USE ONLY**

Date application received: \_\_\_\_\_

Date challenge process completed: \_\_\_\_\_




---

## REFERENCE FORM 1

### Prior Learning Assessment and Recognition (PLAR)

---

Include up to 2 letters of reference from a teacher/instructor based on previous learning in an area related to the challenge.

NAME OF CANDIDATE \_\_\_\_\_

COURSE CHALLENGED \_\_\_\_\_

NAME OF REFERENCE \_\_\_\_\_

#### Reference Contact Information

Position/Title \_\_\_\_\_

Address \_\_\_\_\_

(Street)

(City)

(Postal code)

Phone \_\_\_\_\_ Email address \_\_\_\_\_

How long and in what capacity have you known the candidate.

Length of Time: \_\_\_\_\_

Capacity:     Teacher     Instructor     Personal Reference     Other

Has the candidate explained to you the nature of the PLAR challenge?

Yes     No

Has the candidate reviewed with you the expectations of the Ministry course they intend to challenge?

Yes     No

Do you feel you have a reasonable understanding of the knowledge and skills the candidate should possess in order to make a successful PLAR challenge?

Yes     No

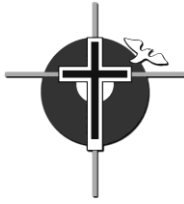
From your perspective, please rank the candidate in terms of the appropriateness of their prior learning (i.e., skills and knowledge) that would suggest they have a reasonable chance of success with their PLAR challenge?

Low     Medium     High

**Please comment on the appropriateness and likelihood of success regarding the PLAR challenge by the candidate.**

\_\_\_\_\_  
Reference Signature

\_\_\_\_\_  
Date



**REFERENCE FORM 2**  
**Prior Learning Assessment and Recognition (PLAR)**

Include up to 2 letters of reference from a teacher/instructor based on previous learning in an area related to the challenge.

NAME OF CANDIDATE \_\_\_\_\_

COURSE CHALLENGED \_\_\_\_\_

NAME OF REFERENCE \_\_\_\_\_

**Reference Contact Information**

Position/Title \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (Postal code)

Phone \_\_\_\_\_ Email address \_\_\_\_\_

How long and in what capacity have you known the candidate.  
Length of Time: \_\_\_\_\_

Capacity:  Teacher  Instructor  Personal Reference  Other

Has the candidate explained to you the nature of the PLAR challenge?  
 Yes  No

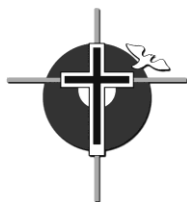
Has the candidate reviewed with you the expectations of the Ministry course they intend to challenge?  
 Yes  No

Do you feel you have a reasonable understanding of the knowledge and skills the candidate should possess in order to make a successful PLAR challenge?  
 Yes  No

From your perspective, please rank the candidate in terms of the appropriateness of their prior learning (i.e., skills and knowledge) that would suggest they have a reasonable chance of success with their PLAR challenge?  
 Low  Medium  High

**Please comment on the appropriateness and likelihood of success regarding the PLAR challenge by the candidate.**

\_\_\_\_\_  
**Reference Signature** **Date**



## Knowledge and Skills Profile – EVIDENCE OF RELEVANT LEARNING

Prior Learning Assessment and Recognition (PLAR)

---

*Please identify programs, courses or experiences that provide evidence of successful learning that support your application for a PLAR challenge.*

NAME OF CANDIDATE \_\_\_\_\_

COURSE CHALLENGED \_\_\_\_\_

**1. Title:** \_\_\_\_\_ **Date(s):** \_\_\_\_\_  
(Course/Program/Experience)

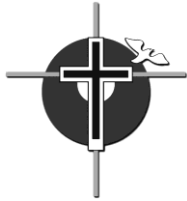
**Contact Person** \_\_\_\_\_  
(i.e., instructor, leader, reference)

**Briefly describe the knowledge and skills you learned that support your application for a PLAR challenge.**

**2. Title** \_\_\_\_\_ **Date(s)** \_\_\_\_\_  
(Course/Program/Experience)

**Contact Person** \_\_\_\_\_  
(i.e., instructor, leader, reference)

**Briefly describe the knowledge and skills you learned that support your application for a PLAR challenge.**



## Knowledge and Skills Profile – Samples of Work Prior Learning Assessment and Recognition (PLAR)

---

NAME OF CANDIDATE \_\_\_\_\_

COURSE CHALLENGED \_\_\_\_\_

Please provide one or two samples of original work that provides evidence of successful learning that will support your application for a PLAR Challenge. Explain briefly how this work supports your challenge for this credit.

### Sample 1: (Please attach to this form)

Title \_\_\_\_\_

Rationale

**Briefly describe the knowledge or skills highlighted by this sample of work AND briefly explain how this supports your application for a PLAR challenge.**

### Sample 2: (Please attach to this form)

Title \_\_\_\_\_

Rationale

**Briefly describe the knowledge or skills highlighted by this sample of work AND briefly explain how this supports your application for a PLAR challenge.**

## Prior Learning and Assessment Recognition (PLAR) Student Application Checklist

---

- Completed Student Information (page 1)
- Completed Student Paragraph stating why you want to challenge for credit for this course (page 2)
- Signatures of Student, Parent/Guardian, Guidance Counsellor, and School Principal completed (page 3)
- Relevant stages “checked off” on PLAR Process Flow Chart (pages 4 & 5)
- Up to two (2) completed letters of reference from a teacher/instructor, familiar with the course expectations and CGEs, based on previous learning in an area related to the challenge (pages 6 & 7)
- Completed Knowledge and Skills Profile providing evidence of relevant learning (page 8)
- Samples of Original Work included with descriptions that provide evidence of successful learning (page 9)
- I am submitting the following as evidence that I am qualified to challenge for credit for this course:
  - \_\_\_\_\_ letter(s) of recommendation from member(s) of the community
  - \_\_\_\_\_ a portfolio of relevant work
  - \_\_\_\_\_ proof of successful relevant experience in a supervised setting
  - \_\_\_\_\_ proof of independent learning in a relevant area
  - \_\_\_\_\_ a videotape, audiotape, or CD-ROM with samples of relevant work
  - \_\_\_\_\_ proof of relevant prior learning from another educational jurisdiction
  - \_\_\_\_\_ proof of successful completion of courses identified as prerequisites for this course
- Completed Student Application Checklist (this page)