

Appendix A: Ministry of Education Application Form Application to Challenge for a 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.

Surname: _____ Given Names: _____

MIN/OEN: _____ Grade: _____

DOB: _____ (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 a passing or failing mark or 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 percent of the final mark, and other types of assessment worth 30 percent 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.
- Mixed media 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.



CATHOLIC DISTRICT SCHOOL
BOARD OF EASTERN ONTARIO

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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: _____

PLAR Application Checklist

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

- Registration form
- Knowledge & Skills profiles
- Reference Forms

Registrations forms are due to the school principal no later than _____

FOR OFFICE USE ONLY

Date application received: _____

Date challenge process completed: _____



REFERENCE FORM

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: _____ Date: _____

Reference Contact Information

Position/Title: _____

Address: _____ (street, city & postal code)

Phone: _____ Email address: _____

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

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

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 (*course/program/experience*): _____ Date(s): _____

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 (*course/program/experience*): _____ Date(s): _____

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

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

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

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.

STUDENT APPLICATION CHECKLIST

PLAR Credit Challenge

- 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 a 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.
 - Mixed media 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).