

Application for Experience Plus Credit

When do I use an Experience Plus Credit request form?

An Experience Plus Credit form can be used for current/applicant students who demonstrate that they have already acquired, through life experience such as job training, non-college courses, etc., course knowledge required for the degree program in which they are enrolled.

What are some guidelines I need to be aware of before submitting this type of request?

There are three main types of Professional Training & Life Experience.

1. Automatic Credit for Job Training - In this case, credit may be awarded directly for job training, based on a precedent that has been established by our university. Credit will also be awarded to individuals with certificates or licenses in the following areas: aviation, law enforcement, insurance, real estate, Emergency Medical Technician (EMT).
2. Credit Recommended by the American Council on Education (ACE) - If you have been awarded with a certificate or license that is recognized by ACE (e.g. Dale Carnegie), you may be eligible for credit. *Learn more about [ACE](#).*
3. Credit for Life Experience through the Experience Plus Portfolio Process - In other cases, students will need to petition for credit through the portfolio process. This process is recommended for students who have extensive life experience but are unable to earn automatic credit for job training. Learn how to earn credit through the portfolio process at <http://www.liberty.edu/online/credit-experience-by-portfolio/>. Experience Plus credit is limited to a maximum of 30 hours unless otherwise approved.

Credit earned through this process will not be counted toward the required minimum of 30 hours of credit that must be completed through Liberty University.

How do I submit this request?

1. Complete this form, listing all attached documents.
2. Attach copies of all documents that you would like to be evaluated for Experience Plus. This should include certifications, licenses, or exam results.
3. Scan and email this application along with copies of documents to eplus@liberty.edu

Who evaluates my request and how long does it take to process?

The Experience Plus Coordinator and/or Subject Matter Expert (SME). The process can take up to 5 business days.

Application for Experience Plus Credit

Please fill out this information completely

Last Name:	First Name:	Middle Initial:
Student ID:	Email:	Phone:
Major:		Military:

Life Experience:

Work Experience: (Briefly describe why you are submitting this application)	
Documents (certificates, etc.) attached: (We are unable to process proof of employment documentation.)	
1.	Date completed:
2.	Date completed:
3.	Date completed:
4.	Date completed:
5.	Date completed:

If you are attaching more than five documents, you can list more than one in the rows above.