Credit for Prior Learning
Application Industry Recognized
Credentials (IRC)

Harford ID: H_____

Last name:_____   First name:_____

Declared Program of Study: _____

Read and Complete Parts 1 & 2

PART 1:

☐ Read both Part 1 & Part 2 of this 3-page form thoroughly.

☐ Prior Learning credit for IRC does not post to your HCC transcript until after you have successfully completed a three (3) credit HCC course and have declared a program of study.

☐ HCC may not use more than 30 total credits of non-traditional credit towards degree requirements. (See CBE form for more)

☐ Prior Learning credit for IRC is awarded based upon Harford Community College policy. There is no guarantee of transfer. If you plan to transfer, it is recommended that you check with you intended institution regarding their non-traditional credit transfer policy.

☐ You must present the **official, original credential** to the division dean and gain the dean's signature for initial approval (see Part 2, Step 2 of this form).

☐ The division dean must also sign the **copy** of the credential that will be turned in to Registration and Records with this application.

☐ A copy of the credential should be submitted to Registration and Records with the application.

☐ If you are currently enrolled in the course for which you would like to receive prior learning credit, please contact Registration and Records for further assistance with dropping the class.

☐ It may take up to four (4) weeks for credit to be posted to your transcript.

☐ You will receive an email notification to your OwlMail account once credit is posted to your transcript.

The following credentials have been approved for prior learning credit:

Organization	Credential	Eligible Course	Credits
National Instruments	CLAD (NI Certified LabVIEW Associate	ENGT 109	3
CompTIA	Linux+	CIS 110	4
CompTIA	A+ Certification	CIS 114	3
CompTIA	Network+ Certification	CIS 135	3
CompTIA	Security+ Certification	CIS 210	3
CompTIA	Server+ Certification	CIS 211	3
CompTIA	CySa+ Certification	ISS 105	3
Cisco	CCNA (CISCO Certified Network	ISS 111/112/213	12
(ISC)2	Certified Information Systems Security	CIS 102/210 & ISS 105	9
	Certified Bookkeepers	ACCT 210	3
Council for Professional Recognition	Child Development Associate Credential	EDUC 101 & EDUC 216	6

Sign to indicate that you have read and understand the above conditions of receiving credit for an industry recognized credential.

_____   _____
Student signature   Date

PART 2:

Harford ID: H   Last Name: First Name:

Step 1: Complete the grid below according to the appropriate prior learning credit you are seeking.

Credential	Course Prefix	Course Number	Course Title	Credits

☐ **Step 2: Contact appropriate division dean for approval and present with the *official, original* copy of credential. The division dean must sign as witness to the presentation of the *official, original* copy of credential.**

_____   _____

Dean's Signature   Date

☐ **Step 3: Obtain the division dean's signature on a *copy* of the credential. Authorization will be granted upon signature of the dean both on the signature line below and on a copy of the credential.**

☐ **Step 4: Attach the copy of the credential containing the division dean's signature to this application form and return the form to *Registration & Records.***

Step 5: To be completed by Registration & Records

Date Received:

Pending 3 credits at HCC: Yes   No

Program of Study   Yes   No

Credential on File:

Credit Posted Date:

Initials: