

**QUALIFICATIONS**

An applicant who has successfully completed post secondary education similar to education provided by CCMH may request a Prior Learning Assessment (**PLA**) to determine if they qualify for course exemptions in the CCMH program. To be considered for unconditional exemption, credits must have been earned within the previous 5 years and final grades be a minimum of 70%. If multiple courses are considered for one CCMH credit, the average of the courses must be a minimum of 70%. Credits earned more than 5 years previous to submission or with a grade (or grade average) of less than 70% may be considered for a Challenge Exam (**CE**).

**DEADLINES**

It is preferred for applicants to submit the Prior Learning Assessment Application (**PLAA**) package along with their program application package. The deadline to apply for a PLA is three weeks prior to the program start date, although a complete PLAA package (outlined on page 2) will be accepted up to the business day before the program starts. PLAA packages received after the CE deadline (see below) but before the program start date will not have term one courses considered as part of the application. If the applicant wishes to have term one courses considered in the Prior Learning Assessment Results (**PLAR**), they have the option of beginning the program at the next program intake date. An incomplete package will be returned without an assessment and will include a list of missing documents. If the return of an incomplete PLAA package occurs after the program start date, the applicant will be unable to re-submit.

If the applicant qualifies to write and/or perform CE(s), the CE(s) must be completed prior to the deadline. For courses that run in academic year one (term 1 and 2), the CE deadline is two (2) weeks prior to the program start date, or, within three (3) weeks of receiving the PLAR if there are less than three weeks to the deadline, or the deadline has already passed. For courses that run in the second academic year (term 3 & 4) the applicant has up to two (2) weeks before the start date of year 2. It is recommended that all CE's are completed before the applicant begins the program.

**IMPORTANT NOTE:** During the month of December the College will be closed for one week. As a result, the deadline for submission and CE for a January start date will be one week earlier. In instances where the student receives the PLAR and their challenge exam period falls during the closure, the closure period will not be counted as part of their three weeks.

<u>Start Date</u>	<u>PLAA Deadline</u>	<u>Year 1 CE Deadline</u>	<u>Year 2 CE Deadline</u>
April 30, 2018	April 6, 2018	April 13, 2018	December 21, 2018
August 27, 2018	August 3, 2018	August 10, 2018	August 9, 2019
January 2, 2019	November 30, 2018	December 21, 2018	August 9, 2019
April 29, 2019	April 5, 2019	April 12, 2019	December 20, 2019
August 26, 2019	August 2, 2019	August 9, 2019	August 14, 2020

### PRIOR LEARNING ASSESSMENT RESULTS (PLAR)

The PLA is completed by the Director of Education. Prior Learning Assessment Results (PLAR) may take 2 – 4 weeks from submission. There are 3 possible results of an assessment:

1. no course exemption is granted, or
2. a challenge exam is granted, or
3. a full course exemption is granted.

An applicant will be notified of the results via email. The applicant must then book a PLAR meeting to discuss the results and to schedule any challenge exam(s) granted.

### EXEMPTION AND CHALLENGE EXAM OPTIONS

1. **Declining** the option of a challenge exam (CE) or exemption for a course means that you will be enrolled in the course and remain responsible for payment and successful completion of the course to receive the course credit. An applicant can voluntarily decline a CE or exemption during the PLAR meeting. If an applicant does not schedule or fails to attend a scheduled PLAR meeting they will forfeit the right to complete the granted CE and the student will be enrolled in the corresponding course(s).
2. By **accepting a CE** you will be given the opportunity to schedule, then write and/or perform the CE(s) one time. During the PLAR meeting the applicant and administrator will schedule all accepted CE(s). The fee for each written exam is \$50 and each oral practical exam is \$100 and is due on or before the day of the exam. The passing grade is 70% for all exams. Where both a written and oral practical exam are required, an average grade of 70% for the two exams must be achieved. Failing to schedule a CE or failing to show up for a scheduled exam will mean the applicant forfeits the opportunity of writing/performing the exam(s).
3. If you have received an **exemption**, you will be granted a transfer credit. Your course load and tuition for the corresponding academic year will be reduced accordingly. Students with an exemption equivalent of 15 class hours per week (either single or combined course hours) in any one term may not be considered full-time for funding purposes. Check with your funding to see whether you will qualify.

Applicants with transfer credits may be permitted to audit a course. Auditing may be requested by initialling under Yes in the Audit column of the PLAR form during the PLAR meeting. Permission to audit will be dependent on seat availability and the applicant will be informed if permission to audit is granted approximately one week before the course begins. Applicants who are permitted to audit will be enrolled in the course, however no grade or credit will be allotted, nor will auditing affect course load percentage. They will not be expected to write examinations, scheduled to perform oral practical examinations or to complete assignments. All enrolled applicants are expected to follow the CCMH Policies regarding attendance and professionalism. Applicants not attending the classes regularly may have their auditing privilege revoked.



Canadian College of MASSAGE and Hydrotherapy

# Prior Learning Assessment Application Form

## INSTRUCTIONS

Submit a complete PLAA package to the Admissions Department with your Program application package. Cambridge Campus ph # 519-650-5533 ext 202, email: [info@collegeofmassage.com](mailto:info@collegeofmassage.com).

Toronto Campus ph # 416-322-1873, email: [admissionsto@collegeofmassage.com](mailto:admissionsto@collegeofmassage.com)

A complete Prior Learning Assessment Application package consists of all the following:

- completed PLAA form,
- \$100 PLAA fee,
- Official** sealed transcript from the institution where the course(s) were completed (photocopies or scanned copies will not be accepted). If last name on transcript is different than applicant name, government issued document showing proof of name change will be required.,
- A **detailed** course syllabus for each course the applicant is requesting to be assessed. A sufficient syllabus includes grading/evaluation criteria, course hours, detailed course objectives and course content. A course description is **not** a detailed syllabus. It is recommended that applicants submit syllabus pertaining to massage, anatomy, biology, physiology, pathology, palpation/palpation lab, assessments, remedial exercise, hydrotherapy, research, medication and surgery. Course outlines/syllabus can be submitted in digital format via email. Package will not be considered complete until all outlines/syllabus are received.
- A current Standard/Emergency First Aid with CPR Level C or HCP certificate

APPLICANT DATA		
Family (Last) Name	Given/First Name (legal)	Middle Name
Previous Family Name (if applicable)	Email Address	Contact Phone Number
Intended Program Start and Year		
<input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Fall   Year		

I declare that I have read and understood all Prior Learning Assessment Application information in this package and in the CCMH Admissions Policies and Procedures Handbook. I understand that the results of my Prior Learning Assessment will be based solely on the documents being submitted as my PLA package and my submission includes any and all relevant course outlines/syllabi. Once I have received my PLAR, if I wish to have an additional assessment, I must submit a new and complete package within the deadline(s).

I acknowledge that the date and completeness of my PLAA submission and my choice of program start date may affect my eligibility to receive an assessment for the full four terms of the program. My submission date will also determine the amount of time available to me to write any challenge exams I may be granted. I acknowledge that I can at any time before the first day of the program, provide notice in writing that I wish to defer to a later program start date. I understand that in doing so, this means only that the assessment will be completed for all four terms of the program and does not guarantee that I will be granted exemptions or challenge exams. I acknowledge that I can no longer defer my start date should I begin attending classes in the program.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date   mm/dd/yy