# Application for Credit Equivalents

## APPLYING FOR CREDIT EQUIVALENTS:

* Please note, if you are seeking academic credit, the request is made through Human Resources. The academic credit form can be found on the intranet under Human Resources forms.
* If you are requesting consideration for credit equivalents, complete the following steps:
	+ Review section 335.005 in the [Administrative Procedures Manual](https://intranet.clark.edu/college_information/policies_procedures/admin_procedures/300.pdf) for details on credit equivalency. [ ]
	+ If you wish to receive pre-approval for your activity (not required), complete questions 1-18 of this form. [ ]
	+ If you have received pre-approval and have completed your activity, update your pre- approved from and complete questions 19. [ ]
	+ If you have completed your activity and did not request pre-approval, complete questions 1-19 of this form. [ ]

## SUBMISSION GUIDELINES:

* Complete this form using Microsoft Word [ ]
* Email the form and supporting documentation to ppac@clark.edu [ ]

## APPLICANT INFORMATION:

1. **Name:**
2. **Phone Number:**
3. **Email Address:**
4. **Unit:**
5. **Department:**

## PROJECT INFORMATION:

1. **Project Title:**
2. **Status of Application:**
3. **Sponsoring Organization:**
4. **Location of Project:**
5. **Dates of Project:**
6. **Have you earned PPAC credit for a similar experience before?** *If the answer is “Yes”, please explain why you feel that you should be given credit for this experience again.*

1. **Is this application being submitted within one year of the completion date of the project?** *(To be eligible for PPAC credit, your final application must be submitted within one year of completing your activity)*.
2. **Project Hours.**

*Note. A time log must be included with the application.*

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| 13a. **Activity Hours** |
| **Description of work** | **Hours** | **\*13.b/14 Overlap Hours** | **Total Hours** | **Credit Equivalents** |
| **Research (Fieldwork, Focused Reading, Writing & Publishing)** *(20 hours = 1.0 credit equivalent)* | 0.00 | 0.00 | 0.00 | 0.00 |
| **Professional Work Experience** *(30 hours = 1.0 credit equivalent)* | 0.00 | 0.00 | 0.00 | 0.00 |
| **Conferences, Workshops, and Seminars** *(20 hours = 1.0 credit equivalent)* | 0.00 | 0.00 | 0.00 | 0.00 |
| **Outside Preparation for Presenters ONLY***(Maximum of 10 hours allowed for each hour of presentation)* | 0.00 | 0.00 | 0.00 | 0.00 |
| **Other** *(specify)* **–**       | 0.00 | 0.00 | 0.00 | 0.00 |
| Total  |  | 0.00 |

13b. **List hours that overlapped with scheduled Clark College class time and where your class was covered by a paid substitute** *(these hours will be deducted from the total hours above).*

1. **Does the project include a business or organizational meeting of a professional organization?** *(Any hours in a business or organizational meeting cannot be counted)*.
2. **Strategic Plan Core Themes** *(Select all that are encompassed in your project).*

Academic Excellence [ ]  Social Equity [ ]

Economic Vitality [ ]  Environmental Integrity [ ]

1. **Provide a *detailed description* of the project, explain how it relates to your faculty and/or teaching responsibilities, and list at least three takeaways**.

1. **List any other pertinent information that will help the Professional Placement and Advancement Committee (PPAC) evaluate the project.**

1. **Documentation**:
* Research (fieldwork, focused reading, writing and publishing) must be verified with the submission of a time log detailed down to the hour.
* Professional work experience must be verified with the submission of a copy of a paystub or written verification from an employer/supervisor.
* Attendance at conferences, workshops and seminars must be verified with at least one of the following acceptable forms of attendance verification: Certificate of completion, registration confirmation/receipt, handouts, attendance badge, email from conference registration, notes from conference, screen capture of webinar, travel voucher, or some form of indisputable proof of attendance

| Description of documentation | **File name or URL** (Attach documentation files or include URL of website when emailing exhibit) |
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1. Correct any misinformation or incomplete information that was submitted with your pre-approval. Include any changes in the project/activity as you stated it on your pre-approval application.

**COMMITTEE USE ONLY**

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| Pre-Approval Received | PPAC Reviewed  | Committee Decision and Comments |
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| --- | --- | --- |
| Final Application Received | PPAC Reviewed  | Committee Decision and Comments |
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