Credit for Prior Learning Procedures

Credits Earned in Non-traditional Education/Training Programs

Military-Related Experiences

Military Service Courses:
Credit will be granted for military service school courses and skills if the awarding of credit is recommended in the current edition of the American Council on Education publication, *A Guide to the Evaluation of Educational Experiences in the Armed Services* and approved by the academic dean of the student’s chosen curriculum. The following information must be obtained:

- Full and correct title of course;
- Location of training;
- Length of course in weeks;
- Exact dates of attendance; and
- Branch of Service that gave the course.

Upon admission to the college, active duty service members and veterans may request official transcripts of their service connected course work through the Joint Services Transcript (JST) repository available to those who served in the Army, Navy, Marines and Coast Guard. Those who served in the Air Force will need to obtain transcripts through the Community College of the Air Force. In accordance with the guidelines set forth by the American Council on Education, as well as the recommendations of the appropriate division dean, credit will be awarded for course work and occupations that are applicable to the curriculum. Transcripts may be obtained through the Joint Services Transcript website at [https://jst.doded.mil/](https://jst.doded.mil/).

Military service courses and skills should be equivalent to JTCC courses and will be used as the student’s program determines. Military service credit in occupational-technical areas that is ten or more years old and is to be applied toward graduation in the occupational-technical area must be approved by the appropriate academic dean. Students who have completed basic training, regardless of the date of military experience, may receive 2 PED elective credits.

Community College of the Air Force:
Air Force personnel, both active and veteran, must submit a CCAF (Community College of the Air Force) transcript. Transcripts may be obtained from CCAF/RRR, 130 West Maxwell Blvd., Maxwell Air Force Base, AL 36112-6613. CCAF will not accept fax requests for transcripts.

Criminal Justice Academies

Virginia Department of Criminal Justice Service (DCJS) Academies:
JTCC will grant credit for the completion of training programs certified by the Virginia Department of Criminal Justice Services. Graduates shall provide their official transcripts from the Department of Criminal Justice Services or the training academy in which the training was conducted to certify successful completion. Credits will be awarded as follows:

<table>
<thead>
<tr>
<th>Law Enforcement Officer (Training completed after 2003)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ADJ 100</td>
<td>3 credits</td>
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<tr>
<td>ADJ 133</td>
<td>3 credits</td>
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</table>
ADJ 160            3 credits
ADJ 211            3 credits
ADJ 212            3 credits
ADJ 236            3 credits
PED Electives     2 credits
Total             20 credits

**Corrections Officer/Jailer (Training completed after 2007)**
ADJ 100            3 credits
ADJ 211            3 credits
ADJ 241            3 credits
PED Electives     2 credits
Total             11 credits

**Virginia State Police Academy:**
Per the statewide agreement, credits will be awarded as follows:
ADJ 100            3 credits
ADJ 133            3 credits
ADJ 160            3 credits
ADJ 211            3 credits
ADJ 212            3 credits
ADJ 236            3 credits
ADJ Electives     3 credits
PED Electives     2 credits
Total             23 credits

**Health Services Experiences**

**Emergency Medical Technician Certification:**
Evidence of current certification, such as the EMT certification card, must be presented to Admissions and Records to receive the following:

**EMT-Basic, Virginia**
EMS 111            7 credits
EMS 120            1 credit
Total             8 credits

**EMT-Enhanced or Advanced, Virginia**
EMS 111            7 credits
EMS 120            1 credit
EMS 151            4 credits
EMS 170            1 credit
Total             13 credits

**EMT-Advanced, Virginia AND National Registry Advanced**
EMS 111            7 credits
EMS 120            1 credit
EMS 151            4 credits
EMS 152            2 credits
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<tr>
<td>EMS 170</td>
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<td>Total</td>
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**EMT-Intermediate, Virginia**

<table>
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<tbody>
<tr>
<td>EMS 111</td>
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<tr>
<td>EMS 120</td>
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</tr>
<tr>
<td>EMS 151</td>
<td>4</td>
</tr>
<tr>
<td>EMS 152</td>
<td>2</td>
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<tr>
<td>EMS 173</td>
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</table>

**National Registry Paramedic**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMS 111</td>
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<td>EMS 120</td>
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<tr>
<td>EMS 151</td>
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<tr>
<td>EMS 244</td>
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<tr>
<td>EMS 245</td>
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</table>
First Aid and CPR Certification:
Evidence of current certification, such as a First Aid or CPR card, must be presented to
Admissions and Records to receive the following:

**First Aid and CPR Cards**
HLT 106 2 credits

**CPR Card**
HLT 105 1 credit

**First Aid Card**
HLT Elective 1 credit

**CPR for Healthcare Providers and First Aid Cards**
HLT 100 2 credits

**CPR and AED Defibrillator Cards**
HLT 105 1 credit
HLT Elective 1 credit

*Online CPR/First Aid cards/documentation are not accepted at John Tyler Community College.*

**Safety**
Evidence of current Occupational Safety and Health Administration (OSHA) 10-Hour General
Safety certification can be presented to Admissions and Records to receive credit for SAF 130 (1
credit).

**Technical Studies**
Students in the Technical Studies Program who present evidence of related prior work
experience and/or training to their program advisor and academic dean may be eligible for credit
in IND 197 and/or IND 297. Upon the presentation of the approved IND 197 and IND 297
Work-Based Learning Application for Credit Earned form to Admissions and Records, a student
will be awarded the designated number of credits (not to exceed 9 credits) in IND 197 and/or
IND 297.

**Child Development Associate Credential**
Credit will be granted for completion of the Child Development Associate (CDA) Credential.
Students should submit an official CDA certificate to Admissions and Records. Credits will
be awarded as follows:
CHD 145 (3 credits)
CHD 235 (3 credits)
Other CHD coursework may be substituted at the discretion of the program chair.
Early Childhood Care Certification
Credit will be granted for a minimum score of 75% on the National Occupational Competency Testing Institute (NOCTI) Early Childhood Education and Care examinations. Students should submit an official NOCTI College Credit Recommendation Report to Admissions and Records. Credits will be awarded as follows:

EDU 235 (3 credits) for the NOCTI Early Childhood Education and Care – Basic Assessment (4016)

CHD 145 (3 credits) for the NOCTI Early Childhood Education and Care - Advanced Assessment (4017)

Other CHD courses may be substituted at the discretion of the program chair. In order to receive this credit, a student must enroll in the Early Childhood Development Program at John Tyler Community College within three years of taking the NOCTI assessment.

IT Industry Certification
Note: Credit will be granted for the following IT industry certifications for the most current and one prior software version.

A+ Certification: ITN 101 (3 credits)
MCSE Certification: ITN 112 (3 credits)
MOS Certification-Proficient Level-Word: AST 132 (1 credit)
MOS Certification-Proficient Level-Excel: ITE 141 (1 credit)
MOS Certification-Proficient Level-Access: ITE 151 (1 credit)
MOS Certification-Proficient Level-PowerPoint: AST 147 (1 credit)
MOS Certification-Expert Level-Word: AST 134 (1 credit)

Cisco Networking Certification Exam
ICND1 (CCENT): ITN 154 (4 credits) and ITN 155 (3 credits).
ICND2 (CCNA): Encompasses all 4 Cisco networking courses: ITN 154 (4 credits), ITN 155 (3 credits), ITN 156 (3 credits) and ITN 157 (3 credits)

Life Experience Credit
Students who believe that their previous educational studies, training programs or work experiences may be equivalent to the content of college courses should contact their faculty advisors, or the Advising Center. Only credit-by-exam courses administered by JTCC can be used to satisfy course requirements. Credit-by-exam courses from other institutions are not transferable.

Students who wish to request credit for life experiences must register for SDV 198 (Portfolio Development). Only 25% of the credits that are accepted can be used toward any curriculum at JTCC. Students who are interested in credit-by-examination should contact the appropriate academic division dean. The credit-by-examination fee is $75.00 per class.