



**PORTFOLIO CHECKLIST FOR THE
PROFESSIONAL WORK EXPERIENCE PATHWAY**

Completed	Contents	Description
	Title Page	Should include a title, the student's name, student identification number, contact information, and current date
	Table of Contents	Include a Table of Contents for each section
	Cover Letter	Include: <ul style="list-style-type: none"> • Statement of student's educational goals • Statement on how prior learning assessment relates to the stated goal • Statement on courses or outcomes being petitioned for credit • Signature authorizing the goal statement letter
	Resume and Degree Audit or Unofficial Transcript(s)	Include: <ul style="list-style-type: none"> • Chronological resume • Degree audit or unofficial transcript(s) by logging in to mytsc.edu or seeing the PLA Academic Advisor
	Application for Prior Learning Assessment	Complete the TSC Application for Prior Learning Assessment, noting the course(s) that you are requesting an award of credit(s)
	Program of Study	Provide the Program of Study for which you are requesting an award of credits; Program of Study can be obtained from tsc.edu > degrees and certificates
	Prior Learning Narrative and Documentation	Provide narrative and other documentation demonstrating knowledge learned and skill(s) obtained through work experience, licensure and professional certifications earned