**Instructions for Requesting a Prior Learning Assessment**

Undergraduate degree-seeking candidates are eligible for a Prior Learning Assessment for **EDUC 275A: Field Component I A** or **EDUC 298/EDUC398: Fieldwork I** or **ELAD 485: Observation and Assessment of Young Children & Pre-Practicum/Fieldwork** if there is appropriate previous work experience. Students should apply for PLA by submitting documentation of work experience on school letterhead (see below for a list of items to address in the letter). Please submit this request to the Office of Field Placement in order to be considered for the PLA using your Mercer Live email address.

Please note the following when requesting a Prior Learning Assessment:

1. A Para-Professional in the undergraduate program may request a PLA of EDUC 298/398 or ELAD 485 provided that the following supporting documentation of work experience is provided:
   * Documentation should be on School System or School Letterhead.
   * Documentation should be for the grade level appropriate to the certification level being sought by the teacher candidate.
   * The documentation should include 1.) the name of the school system, 2.) the school name, 3.) the Principal or Director's name, 4.) the classroom teacher’s name, 5.) the grade level, 6.) a description of work responsibilities, 7.) a description/outline of the time frame of employment and 8.) appropriate signatures (Principal/Director and/or Classroom Teacher).
   * Work experience cited in the letter must be recent (within 1-2 years of the date that the PLA request is submitted). If your work experience does not fit these criteria, you may still qualify for Prior Learning Assessment for EDUC275A or EDUC 298/398 or ELAD 485, if so, please reach out to the Office of Field Placement.
   * Scan document and e-mail: [tiftfieldplacement@mercer.edu](mailto:tiftfieldplacement@mercer.edu)

* Work experience that is noted in the supporting documentation must be in the same field as the candidate’s current program (i.e., candidates who are enrolled in the Elementary/Special Education program candidates must cite recent work experience in an elementary school setting; candidates who are enrolled in the Middle Grades Education must cite recent work experience in a regular education middle school setting. Candidates who are enrolled in the Secondary Education program must cite recent work experience in a regular education middle or high school setting.).

1. If the request for a PLA is submitted to the Office of Field Placement during either of the field experience application periods, then the candidate should submit an online application for EDUC275A or EDUC 298/398 or ELAD 485. If the PLA is approved, then the Office of Field Placement will update the online application so that it reflects EDUC 399 or ELAD 487.
2. Teacher candidates who obtain the PLA will participate in all other field experiences (i.e., Fieldwork II, Practicum, and Student Teaching) and adhere to the policies and procedures established for each experience. Planning ahead is vital in order to meet the diversity placement requirements.