**THE PRIOR LEARNING GRADUATE PORTFOLIO**

These are the documents that make up graduate portfolio.  The bolded items are actual fillable forms. The order the documents are listed here is the order items need to be in a submitted portfolio. The documents listed that are not fillable forms are documents that you also need to include in your portfolio.

1.           Cover letter (although not required, it is helpful to a.) thank the evaluation team for reviewing your portfolio, and b.) Give any explanations you wish to point out about your portfolio.  [Sample Cover Letter]

2.           **Tab I and II (personal and education information)**.

3.           CMU Academic History\*, *\*This document is available in your student account portal.*

4.           **Tab III Table of Contents (TOC)** There are separate forms for *Work, Training and Life Experiences* *Table of Contents*.  **If you are not submitting for all of these experiences, please remove blank sheets before printing and scanning to send**. List in reverse chronological order with your most recent first.  *Tab III-1* *Work Experiences*: You are only going to list the work experiences that you are using for competencies.  If you have a work experience that you are not using, it does not need to be listed here.  *Tab III-2* Training Experiences: List your training experiences that you are submitting for consideration in reverse chronological order, i.e., the most recent experience first, then the next most recent, and so forth. For each course, workshop, or seminar, indicate whether you have included (1) an outline or class description; (2) information on instructor’s credentials; (3) verification of completion; (4) specific documentation of in-class and out-of-class hours. Do not submit training experiences that are not or cannot be specifically documented by a source other than you or a relative. If you are submitting courses listed as No Credit on your Transfer Credit Evaluation Report, you just need to list the course name, date, sponsor (school) and number of credit hours. *Tab III-3 Life Experiences:* List your life experiences in reverse chronological order, i.e., the most recent experience first, then the next most recent, and so forth. Do not submit life experiences that are not or cannot be specifically documented by a source other than you or a relative.

5.            **Tab IV – Work Experiences –** The work experience tab consists of four parts: 1) Cover Sheet – each job or position will have its own cover sheet with job/position specific information (company name, dates, contact name of supervisor or other colleague), 2) Part A – Job Description, list your roles and duties for the position.  This can be listed in bullet points or paragraph, 3) Part B – your Competency Assessment. Depending on the number of credits you can earn for the position, (reference the *Easy Reference Guide for Determining Number of Potential Credits*) you may have more than 1 competency per position.  Each competency has main page and continued page to put the 750 – 1,000-word assessment of that competency (these are fillable forms that have font and size already determined – do not change), and 4) Part C -Documentation – following the competencies for each job/position, you will include your documentation of your work. The evaluators are just looking for some sort of verification from a supervisor, manager, colleague that can verify that you were in that job/position during the dates you indicated in your information.  Do not include more than is necessary here – the evaluators will not be reading performance evaluations, documents you created or multiple items included.

6.           **Tab V – Training Experiences**

7.           T**ab VI – Life Experiences**

8.           **Signature**

9.           **Portfolio Checklist**