Tab V—Training Experience

V-

Title of Training	Sponsor	Start Date(s)	End Date(s)	In-Class Clock Hours

STOP! Before completing the remainder of this V-tab form, look at the charts below to determine the number of potential credits you are eligible to receive for the learning acquired from this training (if your self-assessment is effective)**.** If the training you are submitting in this V tab does not meet the minimum number of class hours listed in the chart, then don't submit the training as a V tab. However, if you can combine it in a single V Tab with the several other short trainings on a related subject that, together, total at least 45 class hours (for 1 credit), then do so. However, all college courses, regardless of the number of class hours, must be submitted individually as separate V tabs.

A Course from a Regionally-Accredited School that Did Not Transfer to CMU*	
Class Hours	**Credit Hours**
0 – 14	0
15 – 29	1
30 – 44	2
45 – 60	3
and so on	

*Every 15 class hours = 1 credit. The number of credits for a course as reflected on the school's transcript is how much we award.

Trainings, Workshops, Seminars*	
Class Hours	**Credit Hours**
0 – 44	0
45 – 89	1
90 – 134	2
135 – 180	3
and so on	

* Every 45 hours = 1 credit. For Vehicle Design students with trainings from Batavia or Philpott Automotive Engineering School, every 40 hours = 1 credit.

10 CEUs (Continuing Education Units) = 1 credit

Part A: Self-Assessment: The next section is required for all types of trainings EXCEPT a college course taken at regionally-accredited school that did not transfer to CMU. In that case, move on to Part B.

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Competency Title 1:

What did you learn about this competency? Provide a 750 to 1,000-word self-assessment of your learning, i.e., write an argument to support of your claim about what you learned. Be sure to explain why you took the training(s); what you learned from the training(s), including underlying principles, concepts, and skills; and how and where you have applied the learning in your professional/personal life.

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Competency Title 1 continued.

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Competency Title 2:

What did you learn about this competency? Provide a 750 to 1,000-word self-assessment of your learning, i.e., write an argument to support of your claim about what you learned. Be sure to explain why you took the training(s); what you learned from the training(s), including underlying principles, concepts, and skills; and how and where you have applied the learning in your professional/personal life.

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Competency Title 2 continued.

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Competency Title 3:

What did you learn about this competency? Provide a 750 to 1,000-word self-assessment of your learning, i.e., write an argument to support of your claim about what you learned. Be sure to explain why you took the training(s); what you learned from the training(s), including underlying principles, concepts, and skills; and how and where you have applied the learning in your professional/personal life.

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Competency Title 3 continued.

Tab V—Training Experience

Part B: Supporting Documentation

For a course taken at a regionally-accredited college, university, or trade school: Include a copy of the transcript from the school, and circle or highlight on the transcript the course for which you are requesting credit. No additional documentation is necessary.

For all other trainings (e.g., workshops, courses, seminars, etc.): Include the following:

1. An outline, syllabus, or description of the training provided by the instructor(s) to the participants
2. Identification of each instructor along with her/his credentials or qualifications
3. Verification of the requirements for admission to the course (e.g., high school diploma, associate degree, other training experiences, or employment status)
4. Verification of the number of in-class clock hours
5. Verification of the type and time of preparation outside the classroom
6. Verification of the method of testing or evaluation of the students
7. Verification of the grade or evaluation received
8. Verification of course completion (e.g., a signed certificate or transcript)

If any of the specific documentation listed above is not included, please explain in the space below: