

Worksheet for V-Tabs (Training Experience) ¹

For each training (or group of related trainings) of at least 45 class hours or 10 CUEs you have completed, use a copy of this worksheet to generate one or more competency titles and content for your self-assessment of learning, which you will include in the V-Tab form for each training experience. Either type the information in the spaces provided, or print the worksheet and complete it by hand.

V- Training Title: ²

Dates: From

To

of In-Class Clock Hours or CEUs?

Sponsor of Training:

of potential credits? ³

Purpose of the Training: List the reasons you completed the training.	Learning You Acquired: List any <i>new</i> skills, concepts, principles, methods, or procedures you learned. Also identify existing skills, concepts, principles, methods, or procedures you <i>improved</i> . List examples of how you applied this training on the job.	Possible Competency Title: ⁴ Extrapolate a list of titles for possible competencies for which you might obtain credit. You will probably need to settle on just one title for your V-Tab, since most V-Tabs are worth only 1 to 3 credits. You are more likely to be able to apply credits to your degree program in 3-credit blocks, but sometimes 1 or 2-credit blocks apply.	Documentation: List the documents you can provide to verify your completion of the training and to support the time, skills, and knowledge gained.

1. If you are submitting any V-Tabs for courses from regionally-accredited schools but that did not transfer to CMU, then you don't need to identify any competency titles or write a self-assessment, so you won't need to complete a worksheet. Review the section of the *Prior-Learning Student Handbook* about how to complete the V-Tabs for such courses.
2. In some cases, the title of the training itself might be an appropriate competency title, e.g., Six-Sigma Certification. If you need help thinking of competency titles, see the list of "Sample Competency Titles" on the Prior-Learning Credit web site under the page link titled "Fillable Forms, Charts, and Worksheets."
3. Remember, every 45 class hours or 10 Continuing Education Units (CEUs) is worth 1 credit, so do not waste time submitting a V-tab for a single training of less than 45 class hours or 10 CEUs. However, if you have completed several shorter trainings on the same subject that, combined, add up to at least 45 class hours or 10 CEUs, then combine them in a single V-Tab and give them an appropriate subject-related title. For example, if you have completed several trainings related to various computer-software applications, a suitable title would be "Computer Applications."