

Tab IV—Work Experience

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Dates of employment (mm/yy, e.g., 10/11 to 06/14)		
From:	To:	Months on job:
Full-time?		
Part-time?	# of hrs/wk:	
Exact title of position, rank, and salary:		
Name of employer (firm, organization, etc.) and address including Zip Code:		
Name and title of immediate supervisor:		
Address of supervisor:		
Phone #: ()		

STOP!

Before completing Parts A through C of this IV-tab form, look at the appropriate chart below to determine the number of potential credits you are eligible to receive for the learning you acquired in this position (if your self-assessment is effective). **For every 3 credits for which you are eligible, you will write a self-assessment of ONE competency.** For example, if you worked 45 months in this position and are eligible for 9 credits, then you will write a self-assessment for three (3) competencies and no more. If you worked more than 99 months and are eligible for 15 credits, include no more than five (5) competencies.

Undergraduate Credit for each position (IV tab)	
Months on Job	Max potential credit hours
0 - 9	0
10 - 12	1
13 - 15	2
16 - 18	3
19 - 22	4
23 - 28	5
29 - 33	6
34 - 38	7
39 - 43	8
44 - 50	9
51 - 57	10
58 - 64	11
65 - 71	12
72 - 80	13
81 - 89	14
90 - 99+	15

Graduate Credit for each position (IV tab)	
Months on job	Max potential credit hours per job
0 - 9	0
10 - 15	1
16 - 20	2
21 - 25	3
26 - 30	4
31 - 35	5
36 - 40	6
41 - 45	7
46 - 50	8
51 - 55	9
56 - 84+	10

If you need help thinking of titles for your competencies, look at list of “Sample Competency Titles” on the page of the Prior-Learning Credit web site titled “Worksheets, Charts, and Fillable Forms.”

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Part A. Job Description:

Identify and give a full description of the responsibilities you had while in this position. Your description should relate to your official job title/rank and description.

Part B. Competencies and Self-Assessments

Using the chart on the previous page to determine of how many credits your months on the job are worth, complete one of the competency self-assessment sheets on the next few pages for *each 3-credit competency* you for which you are requesting credit. Do NOT submit more than five (5) competency self-assessment sheets, and do NOT submit more sheets than you are entitled to (e.g., if your number of months on the job is worth only 9 credits, then include no more than three (3) self-assessment sheets, one for each 3-credit competency).

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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 provide specific examples and reasoning to support your claim about what you learned and how you applied what you learned. Do not just tell us what you *did*; tell us what you *learned* and how you applied it.

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Competency Title 1 continued.