



# ADVANCED PLACEMENT AND PRIOR LEARNING APPLICATION

**BCIT SITE CENTRE**  
3700 Willingdon Avenue  
Burnaby, BC V5G 3H2  
T 604.456.8018 E [appl@bcit.ca](mailto:appl@bcit.ca)

The Advanced Placement & Prior Learning (APPL) department’s objective is to accredit non-traditional training and experience to post-secondary education. APPL is part of the BCIT Human Capital Initiative within the BCIT SITE Centre.

To be assessed for advanced placement, please create a BCIT ID if you do not already have one at <https://secure.bcit.ca/sis/apply> then submit the following student information and all supporting documentation to [appl@bcit.ca](mailto:appl@bcit.ca) or by mail to the address below, along with the \$75 assessment fee.

## STUDENT INFORMATION

BCIT ID		Date of Birth	
Last Name		First Name	
Address			
City		Province	Postal Code
Telephone		Email	
Program of Interest			

## SUPPORTING DOCUMENTATION

\*Not submitting all necessary documents could result in an incomplete or delayed assessment.

- > A current detailed resume
- > A detailed letter of validation signed by current and/or previous employers confirming dates of employment, position(s), and job duties (may include a job description)
- > A detailed job description
- > Additional supporting documents: transcripts, certificates, work portfolio, etc.

SE-16, Room 109,  
3700 Willingdon Avenue  
Burnaby, BC,  
Canada V5G 3H2

If the submit button doesn't work, please save your file and attach it to your email

## **APPLYING FOR COURSE CREDIT**

If basing course credit on previous completed post-secondary education

- > All grades must be 65% or higher.
- > All relevant courses must be completed within 10 years, unless your work experience is related to the course you are requesting credit for.
- > BCIT has a 50% residency rate for any degree, diploma, or certificate. Applicants can request credit for up to 50%. The remaining 50% must be taken at BCIT.
- > BCIT has a 75% residency rate for industry partnership certificates. Applicants can request credit for up to 75%. The remaining 25% must be taken at BCIT.

### **PLEASE NOTE:**

APPL assessments and PLAR assessments differ from each other.

A successful APPL assessment will give the applicant advanced placement entry into a BCIT program. The assessor will also provide recommendations on courses that the applicant may apply for additional PLAR credits for, due to work experience. This is based on information provided by the applicant.

A successful PLAR assessment will give the applicant academic credit in a specific course and will appear on their student record as PLAR.

The \$75 APPL assessment fee is non-refundable. Please note, this is for assessment to determine whether you are eligible for advanced placement.

The \$140 PLAR assessment fee, is per course and non-refundable.

Submit with payment to:

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**Application processing time is 4–6 weeks.**