

Prior Learning Assessment and Recognition (PLAR)

Clearmind International Institute offers potential students (applicants) the opportunity to apply to have the requirement for an undergraduate degree waived, upon successful completion and submission of a PLAR. This allows mature students to apply what they have previously learned through schooling, work, volunteering and life experiences, and prepare a portfolio that documents this prior learning.

Who is a good candidate for Clearmind Institute’s PLAR? Any student who desires to continue to PRAC 2 and PRAC 3, who has received a high school diploma AND who has four (4) years of full-time work and/or education experience (work, education or combination of both, to substitute for time to complete a bachelor’s degree.) Applicants without a high school diploma may contact the Senior Educational Administrator for more information by email: educationaladmin@clearmind.com.

What is four years of full-time experience? In the table below, it shows work or education as equivalent degree credit, as follows:

*Unpaid internships and other volunteer work experience can count as full-time experience. (1560 hours needed for one year).

*PRAC 1 completion = 171 Education Hours

Education	And/ Or	Education Hours	And / Or	Work, volunteer experience *	Degree Equivalent
30 Credits	or	450 hours	or	1560 hours	1 year
60 Credits	or	700 hours	or	3120 hours	Associate Degree
90 Credits	or	1350 hours	or	4680 hours	3 years
120 Credits	or	1800 hours	or	6240 hours	Bachelor/Undergraduate

In addition to the four years of experience - applicants will be required to complete and submit the Clearmind Prior Skills Assessment below.

What is a Prior Skills Assessment?

In addition to having put in the time equivalent to a degree, to be granted an undergraduate degree equivalent, potential and current students need to be able to show how their years of experience have contributed to them learning real skills. Therefore, an essential element of PLAR is that it is an assessment of skills you have gained. See pages below for the Prior Skills Assessment Guide.

PRAC student applicants without transcripts must complete a PLAR submission as part of the PRAC 2 Professional Counsellor Stream Registration. All submissions need to have all four sections of the PLAR completed, and it must be received by Clearmind by **JULY 15th** of the year the applicant will commence PRAC 2.

Cost to submit a PLAR is \$50 CND payable online with your completed submission.

PRAC 2 Professional Counsellor Stream Prior Learning Assessment and Recognition (PLAR) Application Form

Legal Name:			
Birthdate:			
Phone/Cell:			
Email:			
<input type="checkbox"/> Currently attending PRAC	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
			<input type="checkbox"/> Pre-Application for PRAC

CHECK LIST:

Fee Paid	<input type="checkbox"/>	
Section One Completed	<input type="checkbox"/>	
Section One Documents Attached	<input type="checkbox"/>	Number of Attachments
Section Two Completed	<input type="checkbox"/>	
Section Two Documents Attached	<input type="checkbox"/>	Number of Attachments
Section Three Completed	<input type="checkbox"/>	
Section Three Documents Attached	<input type="checkbox"/>	Number of Attachments
Section Four Essay Attached	<input type="checkbox"/>	

Any Additional Information for Consideration:

Section 1: Educational Profile *(Most recent at the top of the form)*

# of hours of each course, program	Name of Course/Program and Credential obtained (certificate, diploma, course credits)

Guide for Section Three: Prior Learning Assessment Example – Use this guide to fill in the form on page below:

PRIOR SKILLS ASSESSMENT GUIDE (EXAMPLE)		
Skill	Meaning	Examples of how and/or where you might obtain these skills in the work place
Professional Writing Skills	Any form of writing communication produced in a workplace environment or during education.	Filling in form, Essays Memos, Correspondence Proposals, Journal, Instructions Manuals, Inventory Reports, Damage Reports, Data Sheets, Labels, Contracts, Reviews Web Content, Operational Reporting Orders, Resume, PRAC 1 – autobiography, fairy tale, genogram
People Skills	Any skills you have that allow you to communicate or connect with other people. <i>Examples:</i> Communication, empathy, tolerance of diversity, caring, supporting others.	Selling, Customer service Attending meetings, *Pretty much any people contact
Computer Skills	Basic computer skills include usages of a computer, including a majority or all of the following: being able to create a Word document; managing computer files, being able to use an on-line platform for education (similar to social-media) and being aware of social and ethical implications of Internet use.	Using computers, electronic tills, “tablets”, cell phones PRAC 1 – practicum log, forum, LMS, assignments
Teamwork Skills	Teamwork is often a crucial part of work and education as it is necessary for students to work well together, trying their best in any circumstance.	Employment, Sports teams, Schools e.g. PRAC 1, Volunteering, Social clubs
Area Expertise	In any field, there is a technical level of work that requires specialized knowledge and skill. It can be learned through education, experience, or both. It can be from any field where you have gained expertise that relate to education, work/volunteer or personal experience where the skill is not listed above. (i.e. technical skills, hair dressing, sales, back hoe operating, bar tending)	Employment, Volunteering Hobbies, Education

Section 3: Prior Learning Assessment

Skill Area	Timeframe dd/mm/yy to dd/mm/yy (use multiple dates as necessary)	Experience (job, volunteer work, education, hobby etc.)	Description of duties and activities performed	Documentation Example: Letter from employer, transcript performance evaluations
<i>SAMPLE: Professional Writing Skills</i>	<i>01/06/14 to 03/07/18</i>	<i>Starbucks barista</i>	<i>Filling in order forms, participated in self-reviews, helped with store assessments, assisted manager with rosters</i>	<i>Performance evaluation</i>
Professional Writing Skills				
People Skills				
Computer Skills				
Teamwork Skills				
ONE Area of expertise *				

Section 4: Writing Sample

Provide a two-page doubled-spaced typed essay on: Why I desire to be a Therapeutic Counsellor. Save as a PDF and submit along with the above completed form. (For questions or clarity please email: educationaladmin@clearmind.com)

OFFICE USE ONLY	Hours	Degree Equivalent - OFFICE USE ONLY	Documentation Provided - OFFICE USE ONLY
Educational			
Work			
PLAR			
Writing Sample (Essay)			
	SEA Recommendation		