

**PRIOR LEARNING ASSESSMENT AND RECOGNITION APPLICATION
FIRE SERVICES EXECUTIVE MANAGEMENT - FSMC****PERSONAL INFORMATION**_____
Student Number_____
Program Name_____
Last Name_____
First Name_____
Date of Birth (dd/mm/year)_____
Home Telephone Number_____
Business Telephone Number_____
E-mail**I AM APPLYING FOR PRIOR LEARNING ASSESSEMENT AND RECOGNITION FOR THE FOLLOWING COURSES (PLEASE SELECT ✓)**

Attach documents that describe and verify the source of learning. See #3 on the PLAR information page.

FSMC 001 Public Safety Leadership

FSMC 021 Fire Prevention and Public Education for Fire Officers

FSMC 002 Municipal Budgeting and Finance

FSMC 022 Basic Emergency Management

FSMC 003 Public Administration

FSMC 023 Managing Multiple Emergency Responses

FSMC 004 Legislation

FSMC 024 Project Management and Procurement

FSMC 005 Effective Communication and Report Writing

FSMC 025 Personal Management Skills

FSMC 006 Human Resources Management

FSMC 026 Change Management

FSMC 007 Labour Relations

FSMC 027 Dispute Resolution Skills

FSMC 008 Strategic Management in Fire Service

FSMC 028 Negotiation Skills

FSMC 009 Employee Wellness

FSMC 029 Performance Management

FSMC 010 Health and Safety

FSMC 030 Communications Skills

FSMC 011 Career Management

FSMC 031 Fire Service Technology

FSMC 012 Recruitment, Selection and Talent Management

FSMC 032 Introduction to Research Methods

FSMC 033 Research Methods 1

A non-refundable fee must accompany this application for the assessment process to begin. The fee will be dependent on the number of courses selected: \$300 for 1-3 courses, \$500 for 4-8 courses, and a max rate of \$1000 for 8 or more courses.

I have read and understand the information on the back of this form and agree to the conditions and requirements.

Signature of Applicant: _____

Date: _____

METHOD OF PAYMENT

Once your application is received, the fee will be posted to your student account. Fee payments must be made through online banking. Please refer to humber.ca/fees for payment options.

TO BE COMPLETED BY REGISTRAR'S OFFICE

TERM: _____ YEAR: _____ INITIALS: _____

FORWARDED TO: _____ SCHOOL: _____ DATE: _____

COMMENTS: _____

TO BE COMPLETED BY FACULTY – RESULT

Satisfied

Assessor_____
Director/Associate Dean_____
Date

COMMENTS/UNSAT COURSES: _____

TO BE COMPLETED BY REGISTRAR'S OFFICE

Fee Posted \$ _____ Comments (if required): _____

Received by: _____

Date: _____

Return to: _____

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) INFORMATION AND PROCEDURE

Candidates who demonstrate learning acquired through practical experience that corresponds to a specific Humber College course may be granted PLAR credit in that course.

Transfer credits **may** be granted for courses taken at other academic institutions. Use the [Transfer Credit Application](#) form to apply for transfer credit.

Process for Prior Learning Assessment and Recognition

1. Obtain the course outline from the Academic School responsible for delivering the course.
2. Review the course outline to determine if your knowledge and skills match the course learning outcomes.
3. Collect documents that support your application for PLAR. These may include: your resume, a description of your experiences and learning that relate to the course being challenged, work samples, and letters of verification. Include a letter describing your experiences and the learning that relates to the course outline.
4. Complete the PLAR Application. You must submit one application form for every course you intend to challenge.
5. Submit the PLAR application form, any supporting documents (if required), and the required fees to the Office of the Registrar: Humber College, 205 Humber College Boulevard, Toronto, Ontario, M9W 5L7 (North campus) or 2 Colonel Samuel Smith Park Drive, Toronto, Ontario, M8V 4B6 (Lakeshore campus).
6. This form and supporting documents will be sent to the course assessor who may contact you to arrange for additional demonstration of learning (personal interview, test or demonstration).

PLEASE NOTE:

Academic credit will be granted if your prior learning experiences are considered equivalent (in both theory and practice) to the level expected from students enrolled in that course.

The assessment fee is **non-refundable**.

In order to verify documentation, the assessor may contact references or employers named in the portfolio or resume.

Apply early. Sufficient time is required for completion of the assessment and processing of paperwork before you are informed of the decision. The process can take up to four weeks to be completed.

A successful assessment will give the applicant academic credit in the specific course and will appear on the student record as a percentage grade or SAT (for satisfied).

Granting of credit for prior learning does not guarantee entry into a program of study. You must follow the normal admission procedure to gain admission into Humber College.

For more information visit Humber's [Transfer Options website](#)

Humber is committed to respecting your privacy and protecting your personal information. In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, R.S.O*

1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the *Ontario Colleges of Applied Arts and Technology Act, 2002*, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may be also contacted by ministry- or college-authorized third parties for your voluntary participation in surveys to evaluate student and graduate experience and outcomes. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Associate Vice President of Administrative Services, 205 Humber College Boulevard, Toronto, ON, M9W, 5L7, 416.675.6622. ext. 5509

Last Revised: March 2, 2020

Humber College North Campus
205 Humber College Boulevard
Toronto, Ontario, M9W 5L7
Attn: Transfer Services

Humber College Lakeshore Campus
2 Colonel Samuel Smith Park Drive
Toronto, Ontario M8V 4B6
Attn: Transfer Services

Contact Us
Telephone: 416.675.3111
transferoptions@humber.ca