

TRANSFER CREDIT & PRIOR LEARNING ASSESSMENT

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Transfer Credit

Courses with grades of C (2.0) or better which are judged by Eastern Maine Community College to be equivalent to Eastern Maine Community College course offerings will be transferred from appropriately accredited institutions. This decision is made by the Vice President of Academic Affairs (VPAA) in consultation with the relevant academic department.

Courses of sufficient rigor, but for which the College does not offer a one-to-one corresponding course, may be transferred as satisfying free electives or general education requirements. This decision will be made by the VPAA in consultation with the relevant academic department.

In general, only courses taken within the past ten years are reviewed and considered for transfer. Exceptions may be made for courses in which the applicant's history or occupation shows continuous use and growth of the requisite skills. Exceptions will be reviewed on a case by case basis by the VPAA (or designee) and the appropriate department chair. Examinations may be required to show competency of current subject material, even for courses taken within the past ten years.

TRANSFER EQUIVALENCIES FOR MCCS GENERAL EDUCATION COURSES

The following general education courses offered by the MCCS campuses have been deemed equivalent and thus credit will be transferred for courses in which the student has earned a C or better. Courses not listed will be evaluated by Admissions Office staff.

EMCC	CMCC	KVCC	NMCC	SMCC	WCC	YCC
COMMUNICATIONS						
ENG101	ENG101/105	ENG101	ENG111	ENGL100	ENG101	ENG101
ENG162				LITR240		ENG205
ENG172	ENG211	ENG210	ENG239	ENGL200	ENG208	ENG201
ENG215	ENG201/220	ENG108/219	COM221/212	COMM201	ENG210	ENG211/212
SPE101	COM100	COM203	COM111	ENG110	ENG107	SPE101
HUMANITIES						
ART100	ART103	ART114	ART110	ARTS110	ART105	ART120
ART112	ART101			ARTS130		
ART125	ART102			ARTS140		ART131
ART130	GRC218		ART116	ARTS170		ART136

ASL101	ASL101	ASL106			COM111	ASL101
EMCC	CMCC	KVCC	NMCC	SMCC	WCCC	YCCC
ASL102	ASL102	ASL107				ASL102
ENG112	ENG125	ENG121	ENG120	ENGL115	ENG212	ENG112
ENG212						
ENG291	ENG294		ENG228		ENG203	ENG220
MUS123	MUS101	MUS101		MUSI100		MUS101
PHI101	PHIL111	PHIL110	PHI201	PHII105	PHI115	PHI102
PHI105	REL101	PHI106	PHI206			HUM101
MATHEMATICS						
MAT108/101				MATH110		
MAT110		MAT114	MAT119		MAT106	
MAT116	MAT122	MAT218	MAT125	MATH140	MAT127	MAT127
MAT163	MAT135	MAT220	MAT210	MATH230	MAT115	MAT210
MAT217	MAT132	MAT226	MAT221	MATH190		MAT227
MAT225	MAT280	MAT227	MAT227	MATH260		MAT251
MAT226				MATH270		
SCIENCES						
BIO100	BIO101/102			BIOL100	BIO120	BIOL100
BIO109	BIO131/132	BIO101		BIOL124		BIO106/107
BIO209	BIO133/134	BIO102		BIOL128		BIOL116/117
BIO127 or BIO121/124	BIO115/116	BIO213	BIO120	BIOL132	BIO225	BIO126/127
BIO128 BIO122/126	BIO117/118	BIO214	BIO130	BIOL138	BIO235	BIO136/137
BIO216	BIO211/212	BIO219*	BIO218	BIOL250*	BIO220	BIO230/231*
CHE100	CHY101/102			CHEM100	CHY110	
CHE113/115	CHY121/122	CHE112		CHEM120		CHM106/107
CHE114/116	CHY123/124	CHE115		CHEM125		CHM116/117
NUT221	BIO121	FSN211	NUT101	NUTR110	NUT170/171	CUL108
PHY108	PHY121/122/ 221/222	PHYS111/211	PHY150	PHYS110		
PHY121/122	PHY142/143			PHYS150		PHY151
PHY123/124	PHY242/243			PHYS155		
SOCIAL SCIENCES						
ECO221	ECO202	ECO114		ECON120	ECO201	ECO120
ECO222	ECO201	ECO113		ECON125	ECO200	ECO110
GEO107		GEO101			GEO101	
HIS101	HIS132	HIS112	HIS125	HIST135	HIS113	HIS120
HIS111			HIS119	HIS125		
POL101	POS180		POL101	POLS105	PSC101	POS101
PSY101	PSY101	PSY101	PSY101	PSYC100 or SSC206	PSY101	PSY101
PSY211	COM101	COM105	PSY100		PSY105	COM201
PSY231	PSY111	PSY215	PSY207	PSYC215		PSY202
PSY235		PSY204	PSY209	PSYC200		PSY230
SOC101	SOC101	SOC101	SOC111	SOCI100	SOC101	SOC101
SOC201	SOC220	SOC205		SOCI201	SOC102	SOC201
SOC214		SOC204	SOC215	SOCI210		SOC210

*Further review required to determine transferability.

TRANSFER EQUIVALENCIES FOR UNIVERSITY OF MAINE SYSTEM COURSES
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Each campus of the University of Maine System has evaluated EMCC coursework for possible transfer. In general, EMCC recognizes these equivalencies for reverse transfer as long as the student has earned a grade of C or higher in each course. For information regarding the most up-to-date course equivalencies, visit the University of Maine System portal at <http://www.maine.edu/about-the-system/mainestreet/>.

TRANSFER EQUIVALENCIES FROM OTHER REGIONALLY ACCREDITED INSTITUTIONS

Students may transfer credits earned at other regionally accredited institutions for courses that are deemed equivalent to EMCC courses. Evaluation of these courses begins in the Admissions Office and may require the student to submit a copy of the course syllabi for review by an appropriate faculty member.

Prior Learning

Prior Learning Assessment (PLA) is a process by which an individual's learning from experience that is equivalent to college-level coursework is assessed and evaluated for purposes of granting credit. College-level is deemed as learning that is a level of achievement equal to subject areas traditionally taught in colleges and is commonly recognized among colleges.

PLA may be awarded in two broad categories: credit by examination and credit by assessment. A maximum of 75% of the total required credits for programs exceeding 30 credits may be earned through PLA or transfer. A maximum of 25% of the total required credits for programs consisting of 30 or fewer credits may be earned through PLA or transfer. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of the identified learning outcomes for a specific course or courses. Students wishing to transfer to another college or university should check with the receiving institution to determine whether PLA credit will be accepted for transfer.

In cases where nationally recognized examinations and certification are provided, EMCC will award credit by the standards generally accepted among colleges. Such examinations include:

- College Board Advanced Placement (AP)
- College Level Examination Program (CLEP)
- DSST
- International Baccalaureate (IB)
- Foreign Language Achievement Testing (CLEP, FLATs, NYU)

Where a nationally recognized exam is not offered or appropriate, EMCC may offer a challenge exam. These faculty-constructed exams could cover a wide variety of curricula from general education to technical courses and may be paper- or computer-based or a practical examination. The acceptable scores for awarding credit will be based on a collaborative decision of faculty experts.

ADVANCED PLACEMENT EXAM SCORES CROSSWALK

EMCC awards credit for Advanced Placement Exams to EMCC registered and matriculated students. EMCC only accepts AP Exams in certain courses in which specified scores have been earned. Official College Board transcripts must be provided to the Admissions Office.

ARTS			
Subject	Minimum Exam Score	EMCC Course Equivalent	Credits
Art History	3	ELEHUM – Humanities Elective	3
Music Theory	3	ELEHUM – Humanities Elective	3
Studio Art 2-D Design	3	ART112 – 2D Design	3
Studio Art 3-D Design	3	ART125 – 3D Design	3
Studio Art Drawing	3	ART100 – Drawing I	3
ENGLISH			
Subject	Minimum Exam Score	EMCC Course Equivalent	Credits
English Language & Composition	3	ENG101 – College Composition	3
English Literature & Composition	3	ENG101 – College Composition <i>and</i> ENG112 – Introduction to Literature	3

HISTORY AND SOCIAL SCIENCES

Subject	Minimum Exam Score	EMCC Course Equivalent	Credits
Comparative Government and Politics	3	ELESSC – Social Science Elective	3
European History	3	ELEHUM – Humanities Elective	6
Human Geography	3	GEO107 – Geography	3
Macroeconomics	3	ECO222 – Principles of Macroeconomics	3
Microeconomics	3	ECO221 – Principles of Microeconomics	3
Psychology	3	PSY101 – Introduction to Psychology	3
United States Government and Politics	3	ELESSC – Social Science Elective	3
United States History	3	HIS101 – United States History Since 1898 <i>and</i> ELEHUM – Humanities Elective	6
World History	3	HIS111 – World History	3

STEM

Subject	Minimum Exam Score	EMCC Course Equivalent	Credits
Biology	3	BIO109 – Principles of Biology I	4
Biology	4	BIO109 – Principles of Biology I <i>and</i> BIO209 – Principles of Biology II	8
Calculus AB	3	MAT225 – Calculus I	4
Calculus BC	3	MAT225 – Calculus I and MAT226 – Calculus II	8
Chemistry	3	CHE113 – Chemistry I and CHE115 – Chemistry I Laboratory and CHE114 – Chemistry II and CHE116 – Chemistry II Laboratory	8
Computer Science A	3		3
Environmental Science	3		4
Physics 1	3	PHY121 – Physics I PHY122 – Physics I Laboratory	4
Physics 2	3	PHY123 – Physics II PHY124 – Physics II Laboratory	4
Physics C: Electricity and Magnetism	3		4
Physics C: Mechanics	3		4
Statistics	3	MAT161 – Introduction to Statistics	3

WORLD LANGUAGES AND CULTURE

Subject	Minimum Exam Score	EMCC Course Equivalent	Credits
Chinese Language and Culture	3	ELEHUM – Humanities Elective	6
French Language and Culture	3	ELEHUM – Humanities Elective	6
German Language and Culture	3	ELEHUM – Humanities Elective	6
Italian Language and Culture	3	ELEHUM – Humanities Elective	6
Japanese Language and Culture	3	ELEHUM – Humanities Elective	6
Latin	3	ELEHUM – Humanities Elective	6
Spanish Language and Culture	3	SPA101 – Spanish I <i>and</i> SPA102 – Spanish II	6
Spanish Literature and Culture	3	ELEHUM – Humanities Elective	6

FOREIGN LANGUAGE ACHIEVEMENT TESTING

Foreign language achievement testing can assist students in receiving credit for a broad array of languages. CLEP, Brigham Young University (BYU) and New York University (NYU) offer testing options for this purpose. CLEP offers foreign language exams in three languages: French, German, and Spanish. Credit awards are based on minimum scores. Both BYU and NYU offer exams in over 60 languages. Credits for BYU language tests are awarded based on scores from 8 through 12. No credit is awarded for scores below 8. Credit for NYU language tests will be given as follows: 3 credits for the 12 point exam and 6 credits for a 14 point exam. The results of the language exams are valid for a period of five years from the date of the exam. The [Registrar's Office/insert appropriate role/process here] will notify the student of credit awards.

CLEP AND DSST CROSSWALK

EMCC participates in the College-Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST). EMCC registered and matriculated students can receive college credit by taking certain CLEP or DSST Examinations. EMCC only accepts CLEP/DSST Subject Examinations in certain disciplines in which specified scores have been earned. For more information about these examinations visit the College Board website at <https://clep.collegeboard.org/> or the DANTES website at <http://getcollegecredit.com/>. Note: where two scores are represented for a test, the first represents the former scoring system and the second the current scoring system.

BUSINESS MANAGEMENT

Source	Subject	Minimum Score	EMCC Course Equivalent	Credits
CLEP	Financial Accounting	50	BUA111 – Principles of Accounting I	3
CLEP	Introductory Business Law	50	BUA131 – Business Law I	3
CLEP	Information Systems and Computer Applications	50	BCA115 – Introduction to Computer Applications	3
CLEP	Principles of Management	50	BUA291 – Principles of Organization and Management	3
DSST	Business Ethics and Society	400		
DSST	Business Law II	44	BUA132 – Business Law II	3
DSST	Business Mathematics	48/400	BUA165 – Business Mathematics	3
DSST	Human Resource Management	46	BUAELE – Business Elective	3
DSST	Introduction to Business	46/400	BUA100 – Introduction to Business	3
DSST	Management Information Systems	46/400	BCA116 – Database Management	3
DSST	Money and Banking	48	BUAELE – Business Elective	3
DSST	Organizational Behavior	48	BUAELE – Business Elective	3
DSST	Personal Finance	46/400	BUAELE – Business Elective	3
DSST	Principles of Finance	46/400	BUA234 – Financial Management	3
DSST	Principles of Financial Accounting	47	BUA111 – Principles of Accounting I	3
DSST	Principles of Supervision	46/400	BUA234 – Financial Management	3

COMMUNICATIONS AND LITERATURE

CLEP	American Literature	50	ENG112 – Introduction to Literature & ENG291 – Topics in Literature	3 3
CLEP	Analyzing and Interpreting Literature	50	ENG112 – Introduction to Literature & ENG291 – Topics in Literature	3 3
CLEP	College Composition	50	ENG101 – College Composition <i>and</i> ELECOM – Communications Elective	6
CLEP	College Composition Modular	50	ELECOM – Communications Elective	3
CLEP	English Literature	50		3 3

HISTORY

CLEP	History of the United States I: Early Colonization to 1877	50	HUMELE – Humanities Elective	3
CLEP	History of the United States II: 1865 to the Present	50	HIS101 – American History Since 1898	3
CLEP	Western Civilization I: Ancient Near East to 1648	50	ELEHUM – Humanities Elective	3
CLEP	Western Civilization II: 1648 to the Present	50	ELEHUM – Humanities Elective	3
DSST	A History of the Vietnam War	44	ELEHUM – Humanities Elective	3
DSST	History of the Soviet Union	45	ELEHUM – Humanities Elective	3
DSST	The Civil War and Reconstruction	47	ELEHUM – Humanities Elective	3
DSST	Western Europe Since 1945	45	ELEHUM – Humanities Elective	3

MATHEMATICS

CLEP	Calculus	50	MAT225 – Calculus I	4
CLEP	College Algebra	50	MAT119 – College Algebra	3
CLEP	College Mathematics	50		6
CLEP	Precalculus	50	MAT217 – Precalculus	3
DSST	Fundamentals of College Algebra	47/400		3
DSST	Principles of Statistics	48/400	MAT161 – Introduction to Statistics	3

SCIENCE				
CLEP	Biology	50		4
CLEP	Chemistry	50		4
CLEP	Natural Sciences	50		4
DSST	Astronomy	48	SCIELE – Science Elective (non-lab)	3
DSST	Environment and Humanity	46	SCIELE – Science Elective (non-lab)	3
DSST	Here's to Your Health	48/400	SCIELE – Science Elective (non-lab)	3
DSST	Physical Geology	46	SCIELE – Science Elective (non-lab)	3
DSST	Principles of Physical Science I	47	SCIELE – Science Elective (non-lab)	3
SOCIAL SCIENCE				
CLEP	American Government	50	GOV	3
CLEP	Human Growth and Development	50	PSY231 – Developmental Psychology	3
CLEP	Introduction to Educational Psychology	50	EDB221 – Educational Psychology	3
CLEP	Introduction to Psychology	50	PSY101 – Introduction to Psychology	3
CLEP	Introduction to Sociology	50	SOC101 – Introduction to Sociology	3
CLEP	Principles of Microeconomics	50	ECO221 – Principles of Microeconomics	3
CLEP	Principles of Macroeconomics	50	ECO222 – Principles of Macroeconomics	3
CLEP	Social Sciences and History	50	ELESSC – Social Science Elective <i>and</i> ELEHUM – Humanities Elective	6
DSST	An Intro to the Modern Middle East	47		3
DSST	Art of Western World	48		3
DSST	Criminal Justice	49/400	CRJ101 – Introduction to Criminal Justice	3
DSST	Ethics in America	46/400	PHI101 – Ethics	3
DSST	Foundation of Education	46		3
DSST	Fundamentals of Counseling	45	ELEFRE – Free Elective	3
DSST	General Anthropology	47		3
DSST	Human/Cultural Geography	48		3
DSST	Introduction to Law Enforcement	45	CRJ131 – Police Operations	3
DSST	Introduction to World Religions	48/400	PHI105 – World Religions	3
DSST	Lifespan Developmental Psychology	46	PSY231 – Developmental Psychology	3
DSST	Substance Abuse	49/400	ELEFRE – Free Elective	3
COMPUTER SYSTEMS TECHNOLOGY				
DSST	Fundamentals of Cybersecurity	400		3
DSST	Introduction to Computing	45/400	BCA115 – Introduction to Computer Applications <i>or</i> CST164 – Computer Applications for IT	3
HUMANITIES				
CLEP	French Language (Levels 1 & 2)	50	HUMELE – Humanities Elective	6
CLEP	French Language (Levels 1 & 2)	59	HUMELE – Humanities Elective	12
CLEP	German Language (Levels 1 & 2)	50	HUMELE – Humanities Elective	6
CLEP	German Language (Levels 1 & 2)	60	HUMELE – Humanities Elective	12
CLEP	Spanish Language (Levels 1 & 2)	50	SPA101 – Spanish I <i>and</i> SPA102 – Spanish II	6
CLEP	Spanish Language (Levels 1 & 2)	63	SPA101 – Spanish I <i>and</i> SPA102 – Spanish II <i>and</i> HUMELE – Humanities Elective	12

INTERNATIONAL BACCALAUREATE (IB) CROSSWALK

EMCC awards credit for International Baccalaureate Exams to EMCC registered and matriculated students. EMCC only accepts AP Exams in certain courses in which specified scores have been earned. Official International Baccalaureate transcripts must be provided to the Admissions Office. IB programs available to Maine students are offered at the following schools: Gray-New Gloucester High School, Greely High School, and Kennebunk High School.

ALL SUBJECTS

IB Certificate Course	High Level Minimum Score	EMCC Course Equivalent	Credits Earned
Anthropology	5	ELEHUM	3
Art	5	ELEHUM	6
Biology	5		8

Business	5	ELEBUS	6
Chemistry	5		8
Classical Greek	5	ELEHUM	6
Computer Science	5		6
Dance	5	ELEHUM	3
Economics	5		6
Environmental Systems & Societies	5	ELESSC	4
Film	5	ELEHUM	6
French A & B	5	ELEHUM	9
Geography	5	GEO107	6
German A	5	ELEHUM	9
History: Africa	5	ELEHUM	6
History: Americas	5	HIS101; ELEHUM	9
History of Asia/Middle East	5	ELEHUM	3
History of Asia/ Oceana	5	ELEHUM	3
History: Europe	5	ELEHUM	3
History	5	ELEHUM	6
Info & Tech in a Global Society	5	ELEFRE	6
Islamic History	5	ELEHUM	3
Japanese A & B	5	ELEHUM	9
Language A1 (English)	5	ENG101	6
Latin	5	ELEHUM	9
Mandarin A & B	5	ELEHUM	9
Math Studies	5		3
Mathematics	5		6
Music	5	ELEHUM	3
Philosophy	5	ELEHUM	3
Physics	5		8
Psychology	5	PSY101	3
Social Anthropology	5	ELEHUM	3
Spanish A & B	5	ELEHUM	9
Swedish B	5	ELEHUM	9
Theater Arts	5	ELEHUM	3
Visual Arts	5	ELEHUM	6

CHALLENGE EXAMS

EMCC offers Challenge Exams to students with specific knowledge for courses which have been approved by the V VPAA and the Department Chair for the department that specifically offers the course(s). Students wishing to explore Challenge Exam options should meet with the Department Chair responsible for the targeted course(s).

MILITARY CROSSWALK

Students who are or were eligible members of the U.S. Armed Forces may earn college credit based upon their military experiences, training and coursework acquired while in the military. EMCC recognizes Joint Services Transcripts (JST) as official documentation of military experiences, training, and coursework. Academic credit will only be awarded for experiences that are recognized by the American Council on Education (ACE). ACE recommendations for vocational and technical credit are not automatically accepted as transfer credit. Rather, EMCC will review recommendations in relation to particular course learning objectives. To request an official transcript, go to <https://jst.doded.mil/official.html>.

REVIEWS COMPLETED UPON REQUEST

JST Code	Service	Description	EMCC Course Equivalent	Credits

CREDENTIAL REVIEW FOR CERTIFICATIONS, EXAMINATIONS, AND LICENSES

At EMCC, you may qualify to receive proficiency credit for specific courses by presenting proof of a current and valid professional certification or license designed to assess the student's knowledge in a field. Proficiency credit is subject to applicability to the student's program of study. Eligibility: students must be matriculated at EMCC and be in good academic standing to be eligible for credit. Original, current, valid credentials must be presented to the Enrollment Center.

AUTOMOTIVE TECHNOLOGY

Certification	EMCC Course	Credits
ASE G1 – Automotive Maintenance and Light Repair	ATA100 – Automotive Safety and Light Vehicle Repair	3
ASE A1 – Engine Repair	ATA150 – Automotive Engine Repair	3
ASE A2 – Auto Transmission	ATA235 – Automatic Transmissions and Transaxles	3
ASE A3 – Manual Drive Train and Axles	ATA215 – Manual Transmissions and Driveline	3
ASE A4 – Steering and Suspension	ATA125 – Automotive Steering and Suspension I	2
	ATA126 – Automotive Steering and Suspension II	2
ASE A5 – Brakes	ATA145 – Automotive Brake Systems I	2
	ATA146 – Automotive Brake Systems II	2
ASE A6 – Electrical and Electronics	ATA110 – Automotive Basic Electrical Systems	3
	ATA210 – Advanced Automotive Electrical Systems	3
ASE A7 – Heating and Air Conditioning	ATA225 – Automotive Heating and Air Conditioning	3
ASE A8 – Engine Performance	ATA220 – Engine Performance and Diagnosis	3
	ATA230 – Drivability and Emission Controls	3
ASE C1 – Automotive Service Consultant	ATA120 – Automotive Shop Maintenance	2
ASE L3 Light Duty Hybrid Electric Vehicle Specialist	ATA 240 - Electric Vehicle ASE L3	1
State of Maine Inspection License	ATA124 – Automotive State Inspection Prep	1

BUSINESS MANAGEMENT

Certification	EMCC Course	Credits
Microsoft Office Specialist (MOS) Exams 77-418, 77-420, 77-422, and 77-424	BCA115 – Introduction to Computer Applications	3

COMPUTER SYSTEMS TECHNOLOGY

CompTIA A+ (Exams 220-1101 and and 220-1102 or previous valid versions)	CST 114 – Computer Hardware and CST 113 – Operating Systems	3 + 3 = 6 (total credits)
CompTIA Network+ (Exam N10-008 or previous valid versions)	CST 162 – Net+ Certification	4
CompTIA Security+ (Exam SYO-601 or previous valid versions)	CST 221 – Network Security	3
CompTIA Server+ (Exam SKO-005 or previous valid versions)	CST 232 – Server Operating Systems	3
Microsoft Windows Server Administration (Exam 98-365 or other valid versions)	CST 232 – Server Operating Systems	3
Microsoft Prog in HTML5 JavaScript CSS3 (Exam MS 70-480 or other valid versions)	CST 143 – Web App and Development	3
CompTIA A+ (Exams 220-1101 and and 220-1102 or previous valid versions)	CST 114 – Computer Hardware and CST 113 – Operating Systems	3 + 3 = 6 (total credits)
CompTIA Network+ (Exam N10-008 or previous valid versions)	CST 162 – Net+ Certification	4
CompTIA Security+ (Exam SYO-601 or previous valid versions)	CST 221 – Network Security	3
CompTIA Server+ (Exam SKO-005 or previous valid versions)	CST 232 – Server Operating Systems	3

CULINARY ARTS/RESTAURANT MANAGEMENT

Certification	EMCC Course	Credits
NRA ServSafe Food Protection Manager Certification	CUL131 – Culinary Sanitation and Theory	3
AHLEI Management of Food and Beverage Operations Certification	CUL141 – Food Service Management	3

DIESEL, TRUCK AND HEAVY EQUIPMENT

Certification	EMCC Course	Credits
State of Maine Inspection License (Class A or Above)	ATH175 – Motor Vehicle Inspection	2
NIMs Machining Level I	ATT255-Basic Machine Shop Principles	2
DIGITAL GRAPHIC DESGN		
Certification	EMCC Course	Credits
Adobe Certified Professional for Illustrator CC	DGD120 – Digital Illustration	3
Adobe Certified Professional for Photoshop CC	DGD113 – Introduction to Photoshop	3
Adobe Certified Professional for InDesign CC	DGD 131 – Intro to Page Layout and Design	3

EARLY CHILDHOOD AND EDUCATION		
Certification	EMCC Course	Credits
Certified Early Childhood Assistant (CECA)	ELEEDU – Educational Elective possible after portfolio review	3
EMERGENCY MEDICAL SERVICES		
Certification	EMCC Course	Credits
Maine EMT License or NREMT License	EMS131 – Emergency Medical Technician	7
Maine Advanced EMT or National Registered Advanced EMT	EMS201 – Fundamentals of EMS	3
	EMS202 – Cardiac/Respiratory Emergencies	3
	EMS205 – EMT Intermediate Skills Seminar	2
	EMS206 – Intermediate Clinical Preceptorship and Field Internship	3
FIRE SCIENCE TECHNOLOGY		
MFSI/Pro-Board/IFSAC Certification	EMCC Course	Credits
Firefighter I	FIR101 – Firefighter I	3
Firefighter 2	FIR102 – Firefighter II	3
Emergency Dispatcher/Tel-Com	FIR104 – Emergency Telecommunicator - Basic	3
Wildland Firefighter (all 4 required) S-130 Firefighter Training S-190 Intro to Wildland Fire Behavior I-100 Intro to the Incident Command System L-180 Human Factors in the Wildland Fire Service	FIR165 – Wildlife Fire Management for Firefighters	3
Haz-Mat Ops	FIR200 – Hazardous Materials	3
Haz-Mat Incident Command	FIR202 – Hazardous Incident Management	3
Fire and Life Safety Education 1 & 2	FIR205 – Fire and Life Safety Educator	3
Fire Instructor 1 & 2	FIR210 – Fire Instructor	3
Fire Officer 1 & 2	FIR215 – Fire Service Leadership	3
Fire Investigator 1	FIR221 – Fire Investigation and Analysis	3
NFA Strategies and Tactics (Initial Company Ops)	FIR250 – Fire Ground Operations	3
Fire Officer 3 & 4	FIR260 – Fire Administration	3
MEDICAL ASSISTING		
Certification	EMCC Course	Credits
Microsoft Office Specialist (MOS) Exams 77-418, 77-420, 77-422, and 77-424	BCA115 – Introduction to Computer Applications	3
MEDICAL OFFICE TECHNOLOGY		
Certification	EMCC Course	Credits
Microsoft Office Specialist (MOS) Exams 77-418, 77-420, 77-422, and 77-424	BCA115 – Introduction to Computer Applications	3
NURSING		
State of Maine LPN	NUR105 – Foundations of Nursing	8
TRADE AND TECHNICAL OCCUPATIONS		
State of Maine Apprenticeship – 4,000 Hours	TTO112 – Apprenticeship I	12
State of Maine Apprenticeship – 6,000 Hours	TTO118 – Apprenticeship II	18
State of Maine Apprenticeship – 8,000 Hours	TTO124 – Apprenticeship III	24
WELDING TECHNOLOGY		
A.W.S. D1.1 S.M.A.W. structural certification (all positions)	WEL 134-01	2
A.W.S. S.M.A.W. 6G Pipe Certification	WEL-137-01	2
A.W.S. S.M.A.W./G.T.A.W. 6G Pipe certification	WEL-277-01	2

PORTFOLIO

The practice of awarding credit for college-level prior learning is based upon the belief that the education which builds on, interprets, and incorporates past and present knowledge is the education that is most meaningful to the student. At EMCC, we value the college-level knowledge students may have acquired through past work, independent reading and study, training programs or in-service courses, volunteer service or other experiences. Consequently, EMCC offers a portfolio review process by which prior learning can be analyzed, articulated, documented, and assessed for credit.

Portfolio Review is only one way for students to obtain credit based on prior learning. Prior to pursuing to the Portfolio Review option, students should consider other options available to them, including credit through national and/or department examinations (CLEP, DSST, and Challenge Exams), as well as military or proficiency credits for non-accredited training.

A portfolio in terms of prior learning is an extensive written presentation of evidence assembled by the student and reviewed by a faculty member under the direction of the Academic Affairs Office. The award of prior learning portfolio credit is dependent on relevancy to courses in the student's EMCC degree program; including general education, major and elective courses. The portfolio includes several major sections including a thorough resume, a narrative summary of relevant work and learning experiences, demonstrated skills and training in specialized areas, and applied knowledge and competencies in a specific course for which EMCC credit is available.

To be eligible for prior learning by Portfolio Review at EMCC, a student must be matriculated into a degree program, be in good academic standing, and show proof of successful completion of ENG101, College Composition.

GENERAL PORTFOLIO REVIEW PROCESS

Step	Description
1	Student reviews EMCC catalog course descriptions to determine potential target course(s) based on student's work and/or life experiences.
2	Student meets with course Department Chair to determine whether acquired knowledge and experience appear appropriate for PLA review.
3	Student contacts Academic Affairs Office, Room 101, Maine Hall (academicaffairs@emcc.edu) to obtain targeted course syllabus (bi).
4	Student reviews Portfolio Development process as posted on the EMCC website.
5	Student completes the "Application for Prior Learning Credit" form and pays fee to Business Office.
6	Student prepares portfolio that reflects competencies, knowledge, and experience as related to the targeted course(s). Each portfolio will be double-spaced, typed and presented in a professional manner. The portfolio will consist of the following: Scanned completed Application for Prior Learning Credit form indicating fee is paid; <ul style="list-style-type: none"> • Title page (1 page); • Table of Contents (1 page); • Resume (1-4 pages); • A brief autobiography that discusses the student's career and educational history, and any other experiences that will be the basis for his/her request, and the student's academic/career goals (1-4 pages); • The student's most recent EMCC transcript; • The student's degree plan; • For each course for which credit is requested: <ul style="list-style-type: none"> ○ Current official EMCC course syllabus; ○ A narrative which analyzes and articulates what is learned, how it was learned, how the knowledge has been used, and specifically, how this knowledge relates to learning objectives in the course syllabus (5-20 pages per course); ○ Appropriate documentation (e.g., certificates, work samples, job descriptions, letters, awards, licenses, or any other documents appropriate to the targeted course).
7	Student electronically submits completed Portfolio to the Associate Dean of Academic Affairs in pdf format.
8	Associate Dean of Academic Affairs distributes Portfolio to appropriate faculty for assessment. Assessment will be completed within 30 days of submission.
9	Faculty will forward "Application for Prior Learning Credit" form to the Associate Academic Dean with recommendation. If credit is earned, student will receive a "P" on the Portfolio and appropriate credits for targeted course.