HOW TO SUBMIT ARPL APPLICATION

Prior to starting an application, please consider the following important considerations:

- 9 For best experience, use a laptop or desktop compu(teobile phones are notecommended)
- 9 Ensureyour supporting documents are ready to be attached to your application
- 9 As ofAugust 1, 2024Applications based on normal/experiential learning based on combination of formal learning and norformal/experiential learningmust include a complete RPL Credit Equivalency (EDD) bio. Refer to the <u>RPL Credit@Portfolio page</u> for details.
- 9 Add@nbcc.cato your safe sender email list and check your junk folder regularly

1. CREATEN APPLICATION

Tocreate a newRPLapplication, dg into the <u>RPL Portal</u>. The RPL applicationals and be accessed from the <u>PL Homepage</u> by clicking on "Apply Now" under the RPL Quick Links located on the right side of the **RPL** webpages.

3/4 Once in the portal, you will see this:



³⁄₄ Click "Student Loginto login to the system and to create an RPL application.

Onceloggedin, you will see this page:



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3/4 Click "OK" ace you have selected the correct course

The Course Information fields will be automatically populated with the selected course formation. If the course code that you were expecting does not appear, ensure that you have selected the correct intake year and course title.

- 3/4 Select the NBC Campus you are enrolled from the drop down menu
- 3/4 Select the course statend enddate by clicking on the calendar icon.
- 34 Select the term of theourse for which you are applying for. Noteyou will only be able to apply for the terthat coincides with the <u>RPL application dates</u>

4. PRIOR LEARNING

- 3/4 Select the type of prior learning yoush to apply for
 - x Single Course Prior learning based on one coursempleted at a recognized postecondary institution
 - x Multiple Courses Prior learning based on 2 to 4 courses completed at recognized second and institution
 - x Experiential Learning- Prior learning based on work or life experience and/or rformal learning
 - x Combination Courses and Experiential Learning ior learning based on a combination of 1 to 4 courses completed at recognized postecondary institution AND prior learning based on work or life experience and/or non-formal learning

Single Course

³⁄₄ Enter the course code, course title, name of the postondary institution where the pror course was completed and the final grade you received in the course

In the comment box, note the relationship between the learning you achieved in the previous course and the NBCC coursecompetencies

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<u>Na Gaussa Aspuisus</u> Caussa Inform		Sire
	Enter information for the course to be evaluated	
	Course Code: Course Title:	
ntify competencies/learning outcomes you a	chieved in this course and explain how cracol is v ∞ interco, which you and execute cracits of	lde

Multiple Courses

³⁄₄ Select the number of courses you wish to **the** luated Themaximum number of courses that will be considered is four.

- ³⁄₄ Enter the course code, course title, name of the peet-ondary institution where the jour course vascompleted and the final grade you received in the course the comment box, note the relationship between the learning you achieved in the previous course and the NBCC course competencies.
- 3/4 Repeat this step for each of the prior courses

The additional information section is optionally can be used if you wish to provide additional information bout the application.

Experiential Learning

New as of August 1, 2024 Eyou select thisoption, you must submit a complete RE redit Equivalency (EQ) ortfolio along with your RPL application Refer to the <u>RPL EQ Portfolio pater</u> information about applications based on non formal/experiential learning applications and for information about the RPL Portfolio requirement.

Combination Courses and Experiential Learning

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5. SUPPORTING DOCUMENTATION

The fnal step is to upload the necessary supporting documenta Regier to step4 of the <u>stepby-step application guide</u> to learn more about the documents required a support of your application.

Note: Prior to uploading documents, please ensure that all documents are named anner that makes them eating RPL staffo locate and understand

6. STUDENT CONFIRMATION

Once you have completed the application and odded the necessary documents, review the student confirmation section and click the check box confirm that you have read and understood the RPL Application Guidelines

_ St	tudent Confirmation —
	Inntian that I bare as a deviation of the second statement of the second s
	with this application is true and accurate.

7. SUBMITTING THE APPLICATION

The final step is to submit the application using the "Submit your Request" button at the top right of the application

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If you have successfully submitted the application, you will receive a confirmation message similar to the one in the screenshot below:

Thank you for submitting Service Re	quest 214866	
RPL Application Form		• <u>-</u>
Recognitio	on of Prior Learning - Status - New	

You willalsoreceive an automated cknowledgement email on firming that your application has been received. If you do not receive an acknowledgement email, please check your junk for the make sure to ad@nbcc.cato your safe sender email list if you haven't alreadone so If you still do not see the acknowledgement email in your junk folder, log back into the RPL portal and ensure that your application has been submitted.

Pleaserefer to the <u>RPL websit</u> for additional tips about the RPL application processemail <u>rpl@nbcc.c</u> if you have any questions