



Standard Operating Procedure

Procedure Title: Credit for Licensure, Certification, and Other Credentials

Procedure #: CEWD.001

Revision #: 003

Unit Responsible: Community Education & Workforce Development (CEWD)

Individual Responsible: Experiential Learning Coordinator

Effective Date: 04/26/2024

Initial Approval Date: 02/22/2019

Last Review/Update Date: 04/26/2024

Next Review Date: 04/01/2027

***Does this procedure support a Board Policy? Yes**

If yes, identify: [3.100 – Credit for Previously Acquired Knowledge and Learning Experience](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria? Yes**

If yes, identify: [4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation? No**

If yes, identify: n/a

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Credit for Licensure, Certification, and Other Credentials, BP 3.100

1. Purpose

To identify, review and, if appropriate, approve credit for students who hold current licensure, certification(s), or other credential(s) which may be equivalent to college-level courses.

2. Scope

Pertains to current students requesting credit for active licensures, certifications, or credentials, academic departments/faculty responsible for approving or denying credit equivalencies from active licensures, certifications, or other credentials, and personnel processing requests for credit.

3. Prerequisites

Student must be admitted to Lansing Community College (LCC).

Guidelines:

- Credit is limited to specific credentials. A complete list of these credentials can be found on the [Licensure, Certification, and Other Credentials Equivalency Table](#).
- Licensure, Certification, and Other Credentials must directly relate to a specific course or courses required by an LCC certificate or associate degree.
- LCC does not accept the transfer of credit for expired licensures, certification, or other credentials.
- In the case of payments made after the end of the semester for which credit was approved, Licensures, Certifications, and Other Credentials Credit will be posted the following semester.
- A non-refundable \$50 processing fee must be submitted through the [LCC Marketplace](#). Fees are subject to change.
- The application for credit and required documentation submitted to the Experiential Learning Coordinator.
- Additional experience and/or documentation unique to each credential may be required. Students may contact the Experiential Learning Coordinator at 517-483-1933 to determine which college program will perform the assessment.
- Additional transfer credit information can be found at LCC's [Licensure, Certification, and Other Credentials](#) webpage.

4. Responsibilities

- Student – Responsible for initiating meetings with program advisor and submitting appropriate paperwork.
- Transcript and Academic Record Coordinator – Responsible for completing all procedures and adhering to the guidelines as it relates to awarding credit.
- Registrar – Responsible for the preparation and oversight of the procedure.
- Academic Division/Departments/Faculty – Responsible for approving or denying credit equivalencies from Licensures and/or Certifications.
- Experiential Learning Coordinator (ELC) – Reviews with students potential prior learning credits and, if appropriate, helps them through the application process.

5. Procedure

1. The student should meet with an advisor in the program for which credit is being sought.
2. The student must meet with the ELC to discuss the student's licensures, certifications, and other credentials, to determine which, if any, method of prior learning credit is the most appropriate.
3. If appropriate, the ELC and the student will complete a Credit by License, Certification, and Credential Application for assessment.
4. The student will submit the electronic Credit by License, Certification, and Other Credential Application. A non-refundable \$50 processing fee must be submitted with the application.
5. The Academic Division determines what credit if any will be granted to the student's record and signs off on the Credit by License, Certification, and Other Credential Application.
6. The Divisional Dean's Office will forward the Credit by License, Certification, and Other Credentials Application to the Registrar's Office for processing. The student will receive notification via LCC email.
 - a. If credit is denied, or if a student feels the evaluation was incorrect, they may file a written appeal to the Dean of the Division from which the credit is being sought. Appeals must be received within 3 months from the date of the decision. The decision of the Dean shall be final.
7. Credit approved by the Divisional Dean will be posted to the student's academic record by the Registrar's Office upon verification that the payment has been made.
8. The student will be notified via their LCC email once the credit is posted.

6. Reference

- [Student Rules, Requirements, and Procedures](#) webpage
- [Credit for Prior Learning](#) webpage

7. Definitions

- Certification – Verification that a professional has met a certain set of criteria for a skill or job as measured by third-party assessment.
- Licensure – A state's grant of legal authority to practice a profession within a designated scope.
- Other Credentials – Other formal professional qualifications.