

Standard Operating Procedure:

1. *Purpose*

Lansing Community College recognizes that current licensure or certification represents earned credentials for which credit may be granted. Therefore, the college assesses national and state licensures and certifications as part of its credentialing function. Any student who has applied to Lansing Community College may apply for licensure or certification credit evaluation.

2. *Scope*

This procedure pertains to current students requesting credit for active licensures or certifications.

3. *Essential Information*

Prerequisites:

Complete an application to Lansing Community College. Persons interested in applying for general admission to the college should complete and submit an online or paper application using the instructions found on the [Admissions webpage](#).

Guidelines:

- Credit is limited to specific credentials. For a complete list of these credentials, please visit our [Licensure and Certification Equivalency Table](#).
- Licensure and/or Certification must directly relate to a specific course or courses required within a Lansing Community College certificate or associate degree.
- Lansing Community College does not accept the transfer of credit for prior licensures and certifications.
- Payments made after the end of the semester for which credit was approved, will have Licensure/Certification Credit posted the following semester.
- Costs include a \$50 application fee followed by a \$50 flat fee *if credit is awarded*.
- Fees are subject to change by the [Board of Trustees](#).
- Additional experience and/or documentation unique to each credential may be required. Students may contact [Registrar's Office](#), Gannon Building, (517) 483-1200 to determine which college program will perform the assessment.
- Additional transfer credit information can be found at LCC's [Policies, Procedures, and Regulations](#) page.

4. Responsibilities

- Transcript Processing Specialist- 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 Departments/Faculty- Responsible for approving or denying credit equivalencies for Licensure's and/or Certifications.

5. Procedure

1. The student must meet with an advisor in the program for which credit is being sought.
2. The advisor and the student will complete an application processing form for assessment if approved.
3. The student may submit the Licensure or Certification Application Processing form to Student Finance. A non-refundable \$50 processing fee must be submitted with this application. The Academic Division determines what credit can be granted to the student and will complete a Licensure and Certifications Credit Authorization form and submit it to the Divisional Dean for approval.
 - a. If credit is denied, or 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 three months from the date of submission of the Credit Authorization Form. The decision of the Dean shall be final. See the website for [appeal procedures](#).
4. The Divisional Dean's office will forward the Licensure and Certification Credit Authorization form to the Registrar's office for review.
5. An additional \$50 flat fee will be charged upon the granting of credits and will be entered on the student's academic record as "Licensure/Certification Credit."
6. The student will have three (3) months from the date of the credit authorization to make selection and pay all fees in full. The student is responsible for notifying the Registrar's Office when the payment is made. A copy of both the receipt and authorization form is required.
7. The Registrar's Office will post the credit to the student's academic record upon verifying that the payment of tuition and fees has been made and that the authorization form was submitted.
8. The student will be notified at their LCC email once the credit is posted.



Lansing Community College - Standard Operating Procedure

SOP Name: Credit for Licensure and Certifications

SOP #: RO.002

Name of Committee: Academic Procedure Advisory Committee

Individual Responsible for SOP: Registrar's Office

Effective Date: Spring 2019

Initial Approval Date: February 22, 2019

Last Review/Update Date: February 2019

Next Review Date: February 2022

***Does this procedure support a Board Policy or a College Operating Policy? Yes**

If yes, identify: [Board Policy 3.009 - 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: [4.A](#)

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

***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.