



How to earn

Credit for Past Work Experience

Through the Business Division at Western Technical College

Please follow the process outlined below to apply for work experience credit for Business courses.

Note that a fee of \$50 for a 1-2 credit class or \$100 for a 3-6 credit class is charged for each course evaluated. This fee is payable **in advance** at the Cashier's Office, Academic Resource Center, Room 163.

For more information on credit for past work experience, please refer to the college's web site:

<http://www.westerntc.edu/transfer/workexperience.asp>

Steps for requesting work experience credit for business courses:

1. Refer to your program curriculum to determine the course for which you would like to request credit for prior work experience (http://www.westerntc.edu/ClassInformation/ClusterDetail.aspx?CLUSTER_ID=1)
2. Read the corresponding course outcome summary for the course you are requesting work experience for:
 - Go to: <http://www.westerntc.edu/ClassInformation/CourseInformation.aspx>
 - Choose the class you wish to get credit for, and click "Course Outcome Summary" on the top right side of the screen.
 - If, after carefully reviewing the course competencies, you feel you have met the majority of them *within the last five years*, proceed to the next step.
3. Document your experience and relate it to the competencies for each course. This documentation should consist of:
 - A brief narrative detailing your work experience equivalency.
 - Work samples that demonstrate your proficiency in the subject area (i.e., self-created documents, spreadsheets, or presentations)

Additional items you might wish to include:

- A copy of your job description.
 - A letter from your employer providing examples of how you met the course competencies by fulfilling your work duties.
4. Complete a "**Challenge Exam & Credit For Prior Work Experience**" form (<http://www.westerntc.edu/transfer/pdf/ChallengeExamfinal.pdf>)
 5. Submit the fee of \$50 for a 1-2 credit course or \$100 for a 3-6 credit course at the Cashier's Office, Academic Resource Center, Room 163.
 6. Submit your completed forms and documentation to the Transfer Office. Your submission may be sent to Tina Allen via email at AllenT@westerntc.edu or by mail to: Transfer Credit Evaluator, Western Technical College, 400 7th St N, La Crosse WI 54601.
 7. Your materials will be forwarded as appropriate for review and determination of credit. A final decision will be communicated to you within four weeks of submission.