

HOW TO SUBMIT AN RPL APPLICATION

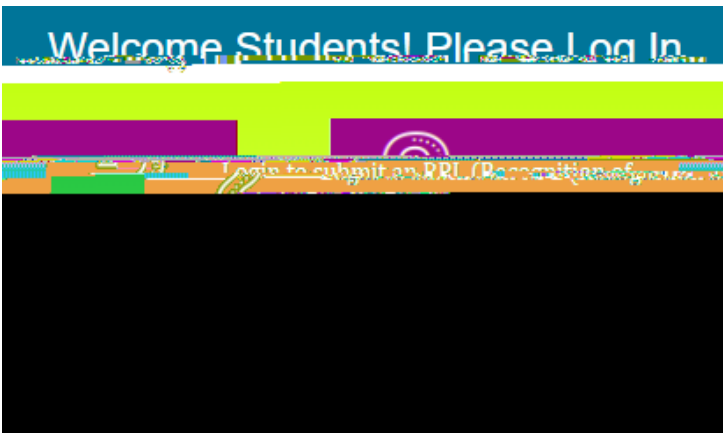
Prior to starting an application, please consider the following important considerations:

- 9 For best experience, use a laptop or desktop computer (mobile phones are not recommended)
- 9 Ensure your supporting documents are ready to be attached to your application
- 9 **As of August 1, 2024** Applications based on non-formal/experiential learning or based on a combination of formal learning and non-formal/experiential learning must include a complete RPL Credit Equivalency Portfolio. Refer to the [RPL Credit Portfolio page](#) for details.
- 9 Add @nbcc.ca to your safe sender email list and check your junk folder regularly

1. CREATE AN APPLICATION

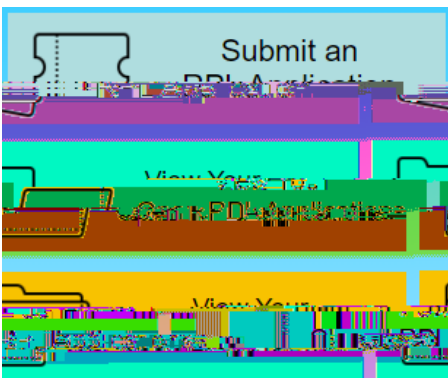
To create a new RPL application, log into the [RPL Portal](#). The RPL application can also be accessed from the [RPL Homepage](#) or by clicking on “Apply Now” under the RPL Quick Links located on the right side of the RPL webpages.

- ¾ Once in the portal, you will see this:



- ¾ Click “Student Login” to log into the system and to create an RPL application.

Once logged in, you will see this page:



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¾ Click “OK” once you have selected the correct course

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

¾ Select the NBCC campus you are enrolled at from the dropdown menu

¾ Select the course start and end date by clicking on the calendar icon.

¾ Select the term of the course for which you are applying for. Note you will only be able to apply for the term that coincides with the [RPL application dates](#)

4. PRIOR LEARNING

¾ Select the type of prior learning you wish to apply for

- x Single Course- Prior learning based on one course completed at a recognized postsecondary institution
- x Multiple Courses- Prior learning based on 2 to 4 courses completed at recognized postsecondary institution
- x Experiential Learning- Prior learning based on work or life experience and/or non-formal learning
- x Combination Courses and Experiential Learning- Prior learning based on a combination of 1 to 4 courses completed at recognized postsecondary institution AND prior learning based on work or life experience and/or non-formal learning

Single Course

¾ Enter the course code, course title, name of the postsecondary institution where the prior 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 course competencies

A screenshot of a web form titled "Single Course" for prior learning evaluation. The form includes a section for "Enter information for the course to be evaluated" with input fields for "Course Code:" and "Course Title:". Below this is a large text area labeled "Identify competencies/learning outcomes you achieved in this course and explain how they relate to the NBCC competencies." The form also features a "Save" button and a "Cancel" button.

Multiple Courses

¾ Select the number of courses you wish to be evaluated. The maximum number of courses that will be considered is four.

- ¾ Enter the course code, course title, name of the postsecondary institution where the prior 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 course competencies.
- ¾ Repeat this step for each of the prior courses

The additional information section is optional but can be used if you wish to provide additional information about the application.

Experiential Learning

New as of August 1, 2021: If you select this option, you must submit a complete RPL Credit Equivalency (EQ) portfolio along with your RPL application. Refer to the [RPL EQ Portfolio page](#) for 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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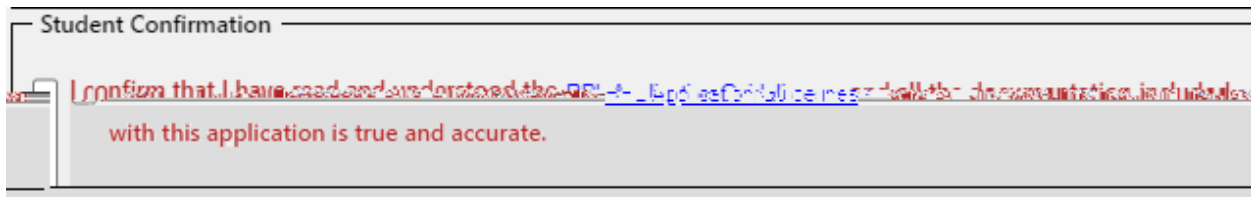
5. SUPPORTING DOCUMENTATION

The final step is to upload the necessary supporting documentation. Refer to step 4 of the [step-by-step application guide](#) to learn more about the documents required in support of your application.

Note: Prior to uploading documents, please ensure that all documents are named in a manner that makes them easy for RPL staff to locate and understand.

6. STUDENT CONFIRMATION

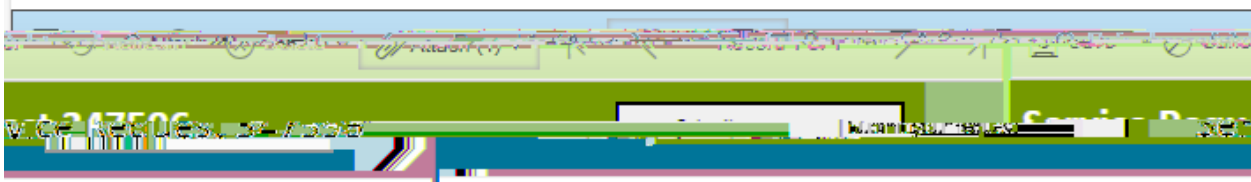
Once you have completed the application and uploaded the necessary documents, review the student confirmation section and click the check box to confirm that you have read and understood the RPL Application Guidelines



The screenshot shows a section titled "Student Confirmation". Below the title, there is a text area with the following text: "I confirm that I have read and understood the RPL Application Guidelines and the information included with this application is true and accurate." There is a small checkbox to the left of the text.

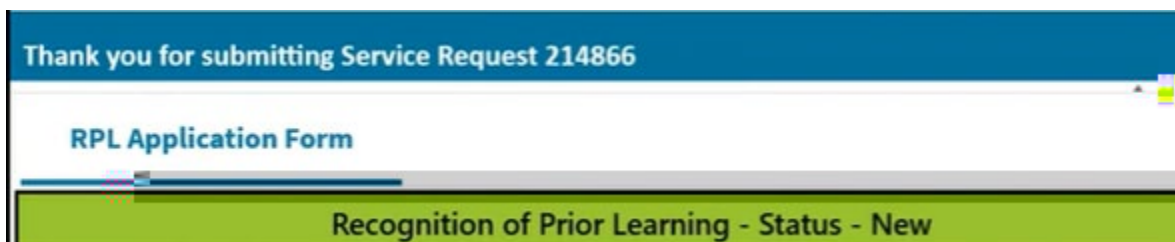
7. SUBMITTING THE APPLICATION

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



The screenshot shows the bottom of the RPL Application Form. At the top right, there is a green button labeled "Submit your Request". Below the button, there is a green bar with the text "RPL Application Form".

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



The screenshot shows a confirmation message. At the top, there is a blue bar with the text "Thank you for submitting Service Request 214866". Below this, there is a green bar with the text "RPL Application Form". At the bottom, there is a green bar with the text "Recognition of Prior Learning - Status - New".

You will also receive an automated acknowledgement email confirming that your application has been received. If you do not receive an acknowledgement email, please check your junk folder to make sure to add nbcc.ca to your safe sender email list if you haven't already. 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.

Please refer to the [RPL website](#) for additional tips about the RPL application process or email rpl@nbcc.ca if you have any questions