

## *Professional Training*

### ***Definition***

Training programs in professional settings, industry, law enforcement, the armed forces and other institutions offer educational opportunities that may be accepted for credit by Marist College. Credit may be awarded for such programs through credit recommendations made by organizations that have independently evaluated such programs on the basis of college-level learning. The American Council on Education (ACE) is the largest organization that evaluates non-accredited training programs and can be found at [www.acenet.edu](http://www.acenet.edu).

### ***Process for Application***

Please submit the following items to the address listed on the Application for Professional Training Credits:

\_\_\_\_\_ Completed **Application for Professional Training Credits**.

\_\_\_\_\_ **Documentation which** will support application. This would include, but is not limited to: testing results, certificates of completion, transcripts, military documentation, or records from the training organization.

Upon receipt of the above, the requested training program will be researched through the American Council on Education National Guide or other similar evaluation agencies. This process may take from two to three weeks. Upon completion of the review, the student will be notified in writing and the Registrar's office will be notified that the credits should be posted.

If the training program has been not been evaluated by ACE or a similar evaluating agency, the student will have the option to petition for credit though either the Prior Learning Life Work or Portfolio Review process.

### ***Fees***

There is currently no fee for professional training review and the posting of credits.

Questions and concerns about the *Application for Professional Training Credits* should be addressed to:

**Eileen Bull, Associate Dean  
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[Eileen.Bull@marist.edu](mailto:Eileen.Bull@marist.edu)**