



Certified Learning Credit

Certificate/License Student Infosheet

Admitted, degree-seeking University of Alaska Fairbanks students have the potential to receive nontraditional credit through the Certified Learning Credit process.

A student will be awarded credit for currently valid government and professional certifications that have been reviewed and approved for designated course equivalencies at UAF. A list of previously approved certificates is available on the Office of the Registrar website.

The award of Certified Learning Credit is subject to review and approval of appropriate UAF faculty.

There are two separate paths involved:

1. one for certificates that **have** previously been evaluated and approved by faculty
2. one for certificates that **have not** been previously evaluated by faculty

You will find both paths of the process outlined here. The required forms can be found on the Office of the Registrar forms webpage.

Certificate Process: Previously Approved

- 1** Meet with your academic advisor to review the [Approved Certified Credit spreadsheet](#)
- 2** If the certificate is on the list, complete a separate Certified Learning Credit: Previously Approved Certificate Form for each certificate submitted
- 3** Submit the form and a copy of the certificate to the Office of the Registrar (uaf-transfer@alaska.edu)
- 4** A Transfer Credit Evaluator then applies the associated nontraditional credit to your academic record



UAF is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual.

Certificate Process: Not Yet Reviewed

1

Meet with your academic advisor to discuss academic goals and how certificates could help you achieve those goals

2

Identify an academic unit to submit the request to evaluate the certificate. If you're unsure, ask your advisor for help.

3

You will fill out the first part of the Certified Learning Credit: Certificate Needing Faculty Review Form

4

Your advisor signs the form acknowledging the request, and sends to the appropriate department chair

5

Department chair reviews certificate and identifies equivalent courses (if any). The department chair can choose to deny credit.

6

Department chair indicates equivalent courses on the form, signs, and submits to the their dean

7

Dean reviews the certificate and equivalent courses identified on the Faculty Evaluation Form

8

Dean approves or denies the request and sends completed form to the advisor and the Office of the Registrar (uaf-transfer@alaska.edu)

9

If approved by department chair and dean, Office of the Registrar posts identified courses on your academic record as non-resident credit

10

Office of the Registrar adds certificate information to the Approved Certified Credit list