

PROFICIENCY CREDIT

Proficiency credits are awarded to Moraine Valley students who have taken vocational or noncredit training and can document that training through certificates or test results. It is intended to help students achieve their degree goals without repeating material they have already learned. Proficiency credit is available in areas such as automotive technology, criminal justice, fire service, networking, office systems and applications, and restaurant/hotel management.

The Proficiency Credit Program provides procedures, forms, record keeping, and a central office for Moraine Valley Community College students who wish to obtain college credit for prior training. If you wish to complete Proficiency Credit procedures, you must be enrolled at Moraine Valley and taking classes.

To obtain Proficiency Credit, you should:

1. Be briefed by Academic Outreach staff on the Proficiency Credit program.
2. Obtain a Registration Form from Academic Outreach.
 - Complete the student portion of Registration Form.
 - Attach copies of your training certificates.
 - Academic Outreach will send paperwork to designated program coordinator for evaluation and approval.
 - The program coordinator will evaluate training certificates and return the paperwork to the Academic Outreach office.
 - If approved for college credit, there is a \$25 fee per course.
 - To have credit posted on a transcript, the fee must be paid with a check made payable to Moraine Valley Community College, within the same semester the courses were approved.
 - Academic Outreach will send the check and a copy of the approved form to the registration office for posting of the college credit.

For More Information

Contact Academic Outreach
Room B260
(708) 974-5710