1. **Determine the PLA option that applies to you.**

2. **Meet with an advisor to determine your eligibility.** *Students must have an active program status to apply for PLA credit. Eligibility should be confirmed prior to any examination.*
   a. Complete the PLA application from the PLA website and provide to your advisor.
   b. Provide supporting documents such as transcripts, license, test scores, etc.
   c. Veterans should meet with a Veteran’s Affairs Advisor. If meeting an Advisor for the first time, bring an official DD214.
   d. For portfolio option, the advisor will contact a faculty member to assist with the development of the portfolio.
   e. For testing, your advisor will provide additional information as needed.

3. **Complete any remaining steps for the PLA application process.**
   a. Portfolio - Work with your faculty contact to develop the portfolio. Submit the portfolio to your advisor along with a receipt for payment of the portfolio fee. *The fee is non-refundable, even if credit is not approved.* Review of the portfolio may take up to 30 days to complete.
   b. Testing - Complete the required examination at any LSC testing center.

4. **Monitor your LSC Student Account in MyLonestar.**
   a. **Test Scores** - Credit will be automatically posted to your transcript for test scores. If the course is not posted to your student account within 15 days, contact your advisor.
   b. **Portfolio** – Evaluation of a portfolio may take several weeks depending on the semester schedule and the availability of faculty. Your advisor will contact you when the review is completed.

The PLA Advisor listed below is your source for information and will assist you through the process. You may also email LSC-PLA@Lonestar.edu for assistance on how to get started.

**NOTE:** PLA will apply towards completion at LSC but may not be accepted at other institutions. It is the student’s responsibility to check with the transfer institution before applying for PLA.

If you are not located at one of these campuses, ask any advisor for assistance.