



Life/Work Experience Exam Request

To request life/work experience credit, Ashworth College must receive this form along with the *Proctor Nomination Form* **within 90 days from the student's date of enrollment**. The exams must be completed and returned to Ashworth, by your proctor, **within 120 days from the student's date of enrollment**.

Student Name: _____ Student Number: _____
Phone Number: _____ Major: _____
E-mail: _____
Address: _____ City: _____ State: _____ Zip: _____

HOW TO COMPLETE THIS FORM:

1. **Read the Life/Work Experience section in the College Catalog for detailed information.**
2. On the lines below, list the experience you have related to the Ashworth courses you feel your experiences will cover adequately. You should include only those experiences that you know well enough to pass a comprehensive exam. A fee of \$20, per exam, will be billed to your account.
3. In the associate degree program, life/work experience credits are limited to a maximum of 5 courses (15 credit hours). In the bachelor's degree program, life/work experience credits are limited to a maximum of 10 courses (30 credit hours): 5 courses (15 credits) in general education and 5 courses (15 credits) in concentrations/major areas. In the undergraduate certificate programs, life/work experience credits are limited to a maximum of 1 course (3 credit hours).
4. Life/work experience credit will not be awarded for the following courses: C01, OR110, veterinary technician courses (VTXXX), nursing courses (NSXXX), upper level healthcare courses (HEXXX) or Capstone courses within a degree program. Life/work experience credit is not awarded at the graduate level in master's degree and graduate certificate programs.
5. Complete the attached *Proctor Nomination Form* to nominate the proctors who have agreed to supervise as you take the Life/Work Experience Exam(s).

1. Life/Work Experience: _____
Ashworth Courses: _____

2. Life/Work Experience: _____
Ashworth Courses: _____

3. Life/Work Experience: _____
Ashworth Courses: _____

4. Life/Work Experience: _____
Ashworth Courses: _____

5. Life/Work Experience: _____
Ashworth Courses: _____

Email Form To : lifeworkexams@ashworthcollege.edu



**ASHWORTH
COLLEGE**

Proctor Nomination Form Life/Work Experience Exams

Student Name: _____ Daytime Phone: _____

Student Number: _____ Program: _____

Address: _____

Email Address: _____

Directions for Completing This Form

- This *Proctor Nomination Form* needs to be completed and sent to Ashworth College immediately after enrolling with Ashworth College.
- Student must nominate two proctor candidates. Please use the lines below to enter the names of your proctor nominees. (You may provide the name of only *one* proctor candidate *only* if that person is a high school or college administrator, faculty member, guidance counselor, librarian or a member of the clergy.)
- Please be sure neither candidate is a fellow student, related to you by blood or marriage, a roommate, an immediate supervisor, your fiancé, or other acquaintance with whom a conflict of interest exists.
- Each proctor must have access to a computer and the Internet for you to complete your proctored exams.
- Before beginning a proctored exam, be sure student and proctor are available for three hours.

Proctor Candidate #1

Name: _____ Title/Occupation: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

E-mail: _____ Relationship to Student: _____

Proctor Candidate #2

Name: _____ Title/Occupation: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

E-mail: _____ Relationship to Student: _____

Email Form To: lifeworkexams@ashworthcollege.edu

Ashworth College – Life/Work Experience – 5051 Peachtree Corners Circle, Suite 200 - Norcross, GA - 30092

If you have questions, please call Education Services at 1.800.224.7234