CBE Steps and Timeline

1. Complete the Prior Learning Assessment (PLA) Petition **before week 3**.
   The link to the online PLA Petition form is on the CBE webpage.
   (PLA Petition, online DocuSign form)
   Be sure to use the “How to Complete the CBE PLA Petition” handout on the CBE webpage to help you correctly complete the form.
   After you finish the document, it will be sent to the others to sign, the others will sign, and it will be submitted to the OLP department and then to the PLA Office.

2. Complete your CBE portfolio **before week 9**.
   The CBE Portfolio Template is located on the CBE webpage
   (CBE Portfolio Template, Word document).

3. Optional but recommended: Submit your CBE portfolio to your advisor for review it before you submit it. Send it to your advisor **before week 6**.

4. Submit the CBE Cover Page with your CBE Portfolio attached **before week 9**.
   The link to the online CBE Cover Page form is on the CBE webpage.
   (CBE Cover Page, online DocuSign form)
   Be sure to use the “How to Complete the DocuSign CBE Cover Page and Portfolio Submission” handout on the CBE webpage to help you correctly complete the form.
   After you finish the document, it will be sent to the others to sign, the others will sign, and it will be submitted to the OLP department and then to the PLA Office.

5. You will receive an email with the results of CBE portfolio review by the end of week 13 from the department email, olp@isu.edu.