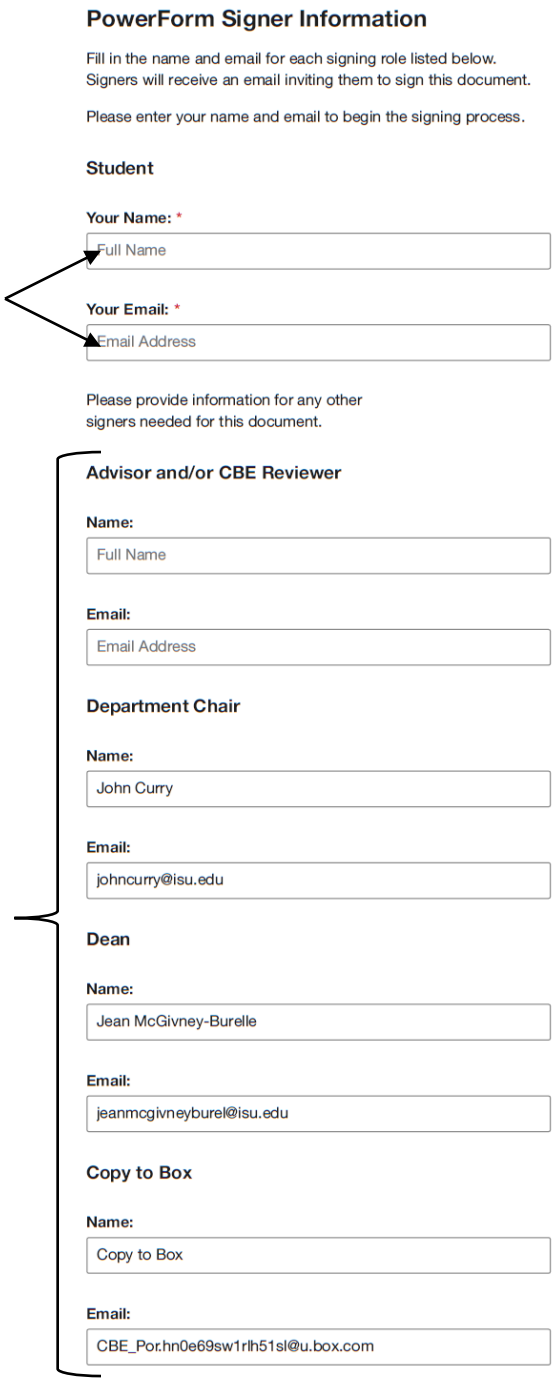
How to Complete the DocuSign CBE Cover Page and Submit Your CBE Portfolio

Part 1: Enter Signer Information

1. Enter your name and ISU email address.



2. The petition will be reviewed and signed by the CBE Reviewer, Department Chair of OLP, and Dean of the College of Education. A copy will be uploaded to Box for our records.

3. Click begin signing to continue the petition.

Part 2: Agree to DocuSign Terms and Conditions

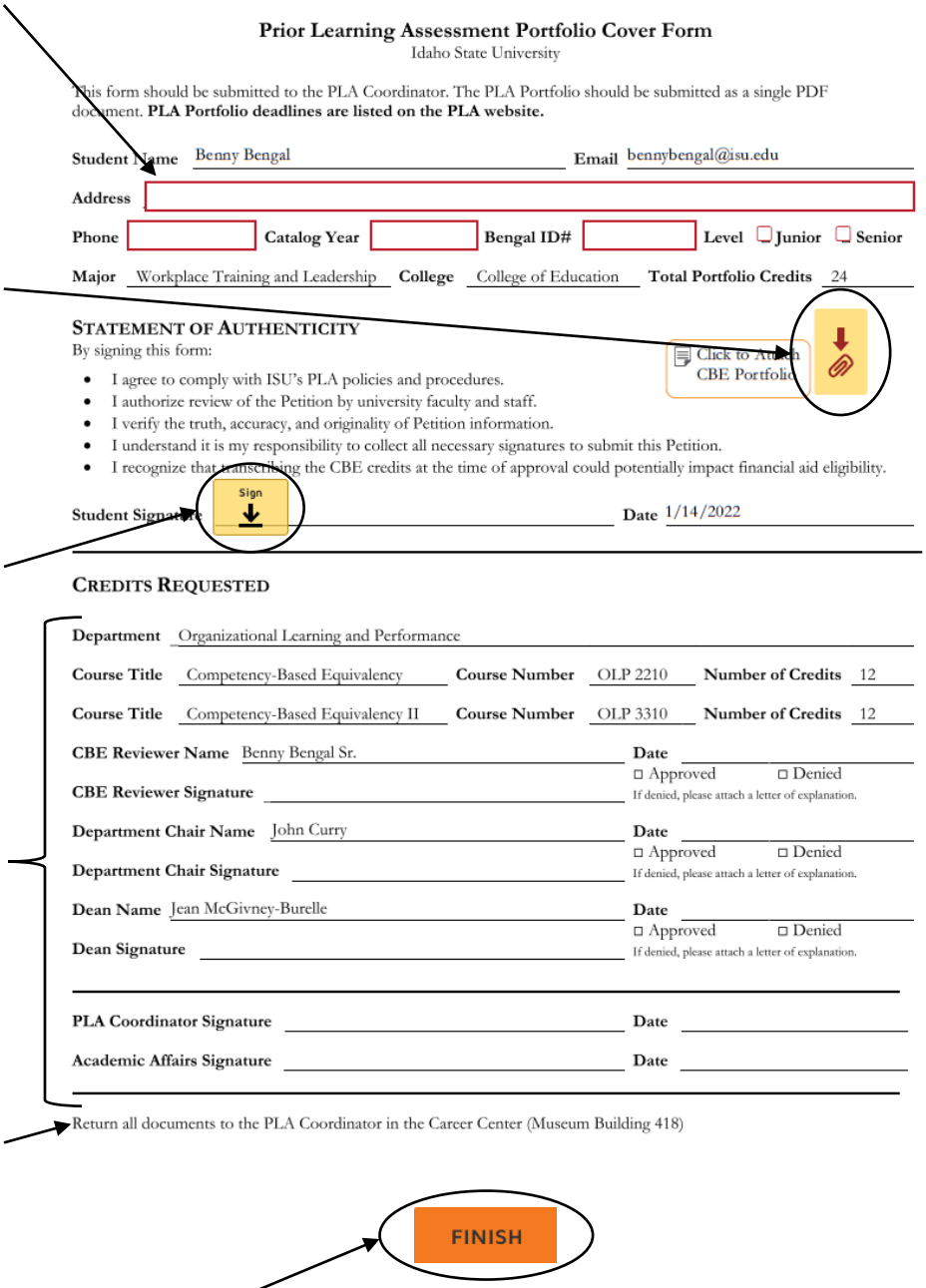
4. Click the checkbox to agree to use electronic records and signatures.

5. Click continue to continue the petition.

To save the document at any point in time, click finish later to send a link of the document to your email.

Part 3: Fill Out the Cover Page

6. Enter your information in the red boxes.
7. Click the yellow attachment button to attach your CBE Portfolio (use the CBE Portfolio Template to create your CBE Portfolio).
8. Click sign to digitally sign the form.
9. Signatures for the OLP department and Dean will be gathered and the document will be submitted to the PLA Office.
10. You do not need to return the petition to the PLA Coordinator. We will take care of that for you.
11. Click finish to submit your CBE Portfolio and PLA Cover Page.



Prior Learning Assessment Portfolio Cover Form
Idaho State University

This form should be submitted to the PLA Coordinator. The PLA Portfolio should be submitted as a single PDF document. **PLA Portfolio deadlines are listed on the PLA website.**

Student Name Benny Bengal **Email** bennybengal@isu.edu

Address

Phone **Catalog Year** **Bengal ID#** **Level** ☐ Junior ☐ Senior

Major Workplace Training and Leadership **College** College of Education **Total Portfolio Credits** 24

STATEMENT OF AUTHENTICITY
By signing this form:

- I agree to comply with ISU's PLA policies and procedures.
- I authorize review of the Petition by university faculty and staff.
- I verify the truth, accuracy, and originality of Petition information.
- I understand it is my responsibility to collect all necessary signatures to submit this Petition.
- I recognize that transcribing the CBE credits at the time of approval could potentially impact financial aid eligibility.

Click to Attach CBE Portfolio

Sign

Student Signature **Date** 1/14/2022

CREDITS REQUESTED

Department Organizational Learning and Performance

Course Title Competency-Based Equivalency **Course Number** OLP 2210 **Number of Credits** 12

Course Title Competency-Based Equivalency II **Course Number** OLP 3310 **Number of Credits** 12

CBE Reviewer Name Benny Bengal Sr. **Date**
☐ Approved ☐ Denied
CBE Reviewer Signature If denied, please attach a letter of explanation.

Department Chair Name John Curry **Date**
☐ Approved ☐ Denied
Department Chair Signature If denied, please attach a letter of explanation.

Dean Name Jean McGivney-Burelle **Date**
☐ Approved ☐ Denied
Dean Signature If denied, please attach a letter of explanation.

PLA Coordinator Signature **Date**

Academic Affairs Signature **Date**

Return all documents to the PLA Coordinator in the Career Center (Museum Building 418)

FINISH