


# How do I transfer my relevant work or life experience?

## Step 1: Build Your Profile

### Wonder if PLAR is the right fit for you?

- Proceed through the [PLAR Eligibility Wizard | Transfer Experience](#) to determine your potential PLAR eligibility. Click on [Get Started](#)
- Should the PLAR Eligibility Wizard determine you may be eligible, [Sign Up Today](#) and continue through the [Profile Builder](#) steps.
- Once our profile is completed you will reach your [Dashboard](#).
- Ensure all your profile information is accurate before moving to Step 2.

### It is determined that PLAR is the right fit for you?

- Access the [Transfer Experience System](#).
- On the top right of the page, click on  or [Sign In](#) , then [Sign In](#), and continue to [Sign In as a Student](#). The system will then guide you through setting up your profile.
- Once our profile is completed you will reach your [Dashboard](#).
- Ensure all your profile information is accurate before moving to Step 2.

## Step 2: Start a Petition

- From your [Dashboard](#) click on [Start a Petition](#). Follow through the system steps to complete your petition. **Note:** you will be required to submit a petition for each PLAR.
- You will be notified by email each time there is an update to your petition.

**Next Steps/Actions:** If there is something for you to action, [Sign In](#), go to your [Dashboard](#), open [Petition](#), view and follow actions required in the [Next Step box](#). Action items need to be completed to ensure your petition continues to move forward.

**Status of Petition:** You will be able to view your petition status on your [Dashboard](#). It is recommended to check [Message Center](#) within the [Petition](#) for further information.

## Step 3: Review Petition

### Eligible to proceed:

- You will be notified by email to build and submit your ePortfolio which demonstrates evidence of your learning experiences.
- You will have to acknowledge the guidelines and agree to pay the PLAR fee. Refer to [Fee Information](#) on our website for PLAR fees and how to pay.
- You will be notified by email of the results of the assessment or if any additional information is required. For further information around the outcome of the assessment, refer to the [Decision History box](#) at the bottom of the petition page.

### Not eligible to proceed:

- The [Next Step box](#) will indicate that the petition is closed, refer to the [Decision History box](#) for further information.

## Step 4: Withdraw from course(s)

- If PLAR exemption(s) have been **approved**, it is your responsibility to withdraw from the course(s) through Banner if you are registered in them.

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Please reach out to [cpl@georgiancollege.ca](mailto:cpl@georgiancollege.ca) should you have any questions about the PLAR process.