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| **Student Identification Information** | |
| Student Name: Click or tap here to enter text. | |
| Student ID Number: Click or tap here to enter text. | Phone Number (Optional): Click or tap here to enter text. |
| Student Email: Click or tap here to enter text. | |
| Alternate Email (Optional): Click or tap here to enter text. | |
| **I am submitting a package for the following competency area:** Professional Competency | |
| Number of university-level credits completed (not including those you are working on this semester):  0-29  30-59  60-89  90-120  More than 120 | |
| My anticipated date of graduation is:  Semester: Choose an item. Year: Choose an item. | |
| Have you previously met with a UFV advisor to discuss developing a package to challenge a competency requirement?  Yes  No  **If you marked ‘no’**: please do not complete this form until you have met with a program advisor. | |

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| **Part A: Biography** |
| In this section, tell us a bit about yourself, and why you are seeking to challenge the professional competency requirement.  Click here to provide a short biography and rationale. Do not exceed one page in length. (Textbox will expand as you write.) |
| **Part B: Summary of Experience** |
| In this section, provide a brief summary of the experience(s) that you are using to challenge the professional competency requirement. This may be a position held with an organization (paid or volunteer), a special program of training, etc.  Click here to provide a short summary of the experience(s), as they relate to the competency area. (Textbox will expand as you write.) |

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| **Part C: Demonstration of Professional Learning Outcomes** | |
| In this section, provide an explanation of how the experience(s) identified in Part B meet the learning outcomes of the professional competency.   * Elaborate on how one’s experience in a given placement (professional, volunteer, work-placement, etc.) has utilized core skills and knowledge developed college, university, or specialized training * Identify the transferable skills developed through the experience(s) that will assist in continuing in the same field or moving towards new opportunities for employment in the future * Demonstrate how one’s own role in the organization involved increasing complexity and responsibility * Articulate the limitations of one’s ability relative to the demands of the profession, given experience and training | |
| **Learning Outcome 1** | * Elaborate on how one’s experience in a given placement (professional, volunteer, work-placement, etc.) has utilized core skills and knowledge developed college, university, or specialized training |
| Provide an explanation of how your experience(s) identified in Part B have prepared you to meet this learning outcome. [Textbox will expand as you type.] | |
| **Learning Outcome 2** | * Identify the transferable skills developed through the experience(s) that will assist in continuing in the same field or moving towards new opportunities for employment in the future |
| Provide an explanation of how your experience(s) identified in Part B have prepared you to meet this learning outcome. [Textbox will expand as you type.] | |
| **Learning Outcome 3** | * Demonstrate how one’s own role in the organization involved increasing complexity and responsibility |
| Provide an explanation of how your experience(s) identified in Part B have prepared you to meet this learning outcome. [Textbox will expand as you type.] | |
| **Learning Outcome 4** | * Articulate the limitations of one’s ability relative to the demands of the profession, given experience and training |
| Provide an explanation of how your experience(s) identified in Part B have prepared you to meet this learning outcome. [Textbox will expand as you type.] | |

**Additional Materials to be Submitted**

In addition to these forms, include a **current copy of your resumé or *curriculum vita*e**.

Depending on the nature of your experience, you may want to include some of the following (when relevant):

* A copy of transcripts or certificates earned from other institutions for relevant programs. This is especially important if your program did not or could not transfer to UFV for credit.
* Evaluations that help support your ability to meet one or more of the outcomes.
* Final projects (in digital form) that demonstrate how you met one or more of the outcomes.

**Submitting your package**

Send your completed package with supplemental materials (if included) to [igs@ufv.ca](mailto:igs@ufv.ca).

**Naming your file:** Last Name Professional package

Please note that you may need to zip your files prior to sending via email.

Allow 3-4 weeks for review by the program chair.