

March 28, XXXX

Melissa DeBlois,
Director
Office of Prior Learning Assessment
P.O.Box 489
Montpelier, VT 05601

Dear Ms. DeBlois,

I am writing this letter for my coworker, Esther Smith, in evidence of learning acquired on the job.

I have been a classroom teacher for 18 years. I have worked with students from pre-school to high school in regular classrooms as well as multi-aged classrooms. For the last five years, I have been working for Snow County Early Childhood Programs. I have a Bachelor of Arts Degree in Teaching from Hollycook College and a Master's Degree in Curriculum and Instruction from Brandy University.

Esther is the Office Manager at our busy school. Below are the learning components she has asked me to document:

1. Working in a Professional Environment

Esther can customize documents to obtain information necessary for office efficiency; illustrate skills in public relations to give information for awareness; prepare purchase orders for supplies in conjunction with budget guidelines; use office equipment to maximize efficiency; and take accurate phone messages.

2. Business and Professional Writing

Esther has knowledge of composing/ revising various documents to suit needs; evaluate and edit to produce a quality document; prepare various documents to produce a good quality professional document; prepare documents to communicate information; express and support ideas with appropriate language to accommodate a particular audience; and organize ideas in a logical sequence to prepare comprehensive documents.

Esther has worked in our office for three years. These are the areas of learning she has identified and I would verify them. Basically, she did office management. Please do not hesitate to call me at 802-123-4567 if you have any questions.

Sincerely,



Gemma Burns, M.Ed.
Snow County Early Childhood Programs

October 26, xxxx

Melissa DeBlois
Office of Prior Learning Assessment
P.O. Box 489
Montpelier, VT 05601

Dear Ms. DeBlois,

I am pleased to write this letter for Sandy Grout. I have been a computer professional for more than ten years. I have a B.S. in Computer Science from Norwich University and am currently employed as a Computer Technology Specialist for the Department of Public Service, State of Vermont.

For the last five years, I have been Sandy's direct supervisor. Due to my background, and the fact that I work with Sandy every day, I feel competent giving an accurate evaluation of Sandy's computer learning.

I am reviewing what Sandy has titled "Computer Applications". Every day, Sandy works with a variety of computers and answers computer related questions from the field. She copies and backs up files to local and cloud drives, renames and delete files, works with sub-directories, and is very familiar with windows operations in general.

She proficiently uses several computer applications programs, especially word processing programs and spreadsheets as well as presentation software. She is familiar with the Internet, manages document creation, extensive editing and printing, and can easily merge letters and create multi-column lists. Also, she has created some brochures for our inter-office information.

When creating a spreadsheet, Sandy easily enters numerical and label data. She can build several simple formulas using reformat labels and currency data, and can print a finished worksheet. She also moves data in and out of columns with ease. She can create charts and use graphs. She does all of these things better than I did after taking a similar course in college!

Sandy is also quite confident in presentation software, creating and formatting the files, organizing the information, and using the files to present in meetings.

Sandy is one of the most capable workers in our office in this area. Other staff regularly seeks her out as she explains well and is always helpful to others who don't know as much as she does or who are computer-frustrated!

She definitely has the learning equivalent to a college level course in Computers Applications, and works at a level beyond that of college graduates in our office. I hope this letter will assist Sandy in getting the college credit she deserves.

Sincerely,



Mary Elizabeth Duncan
Supervisor, Department of Public Service

April 15, XXXX

Melissa DeBlois, Director
Office of Prior Learning Assessment
P.O.Box 489
Montpelier, VT 05601

Dear Ms. DeBlois,

I am writing at the request of Marjorie Dexter who is requesting college credit for learning acquired outside the classroom.

I came to know Marjorie several years ago when she and her family moved to Barnport. I am now retired after spending 40 years as a teacher, principal, and librarian at the Barnport Elementary School.

During the time I have known Marjorie, we have had many opportunities to discuss various aspects of education. Marjorie has always been a concerned parent and has provided her three children the ingredients necessary to support formal education. One of the ingredients that she has shown great commitment to is encouraging her children to develop an interest in reading.

It is obvious to me that Marjorie has knowledge of children's literature. I believe her home library will show this. Marjorie is an active parent and I believe she has demonstrated significant knowledge by her interest in how and what her children are learning. She read to her children in their early years and continued to read to them until they became independent readers.

Marjorie is aware of good literature from picture books and nursery rhymes, beginning readers, up through intermediate and adolescent literature. She is aware of the better known authors and illustrators such as Seuss, Potter, DePaola, Jeffers, Blume and countless others. Her library will no doubt show a good collection of Caldecott and Newberry award winning books.

I would suggest, although I cannot document, that Marjorie has an understanding of the reading and learning process as well as many classroom teachers. I believe she understands that children have different interests and abilities and recognizes that not everyone agrees on what is good literature.

I recommend that Marjorie receive credit for knowledge and understanding of many aspects of children's literature.

Sincerely,


Robert Ingham

December 2, XXXX

Melissa DeBlois,
Assessment Services
Office of Prior Learning Assessment
P.O. Box 489
Montpelier, VT 05601

Dear Mrs. DeBlois,

As a vocal soloist for our congregation, Sally Sherwood is a charm!

I am the organist for our little church, and am responsible for selecting music and asking members of our congregation to sing. When I heard that Sally had sung for her brother Donald's wedding, I immediately approached her to ask her to be our Easter soloist. She was a little nervous at the request, but finally agreed. I suggested she sing "How Great Thou Art" since she was familiar with the piece.

She did a marvelous job! The song was infused with feeling and inspiration, and she had no difficulty hitting or sustaining the high notes. Several members of the congregation remarked at what a lovely voice Sally has, and how her sunny personality shone through as she sang. Even the minister during his sermon commented on her melodious and inspirational style.

I also heard Sally sing at the Grange Hall "Talent Night" and her rendition of "When Irish Eyes are Smiling" could not be surpassed.

No one can "sing" Sally's praises more than I! She's a delight and a gift to our church and community.

Sincerely,

Mrs. Mary Ellen Bardino

Mrs. Mary Ellen Bardino

January 13, XXXX

Melissa DeBlois, Director
Office of Prior Learning Assessment
P.O. Box 489
Montpelier, VT 05601

Dear Ms. DeBlois,

This letter is written on behalf of Carol Jenkins in evidence of college-level learning acquired on the job.

I currently work at Hastings National Bank as Assistant Vice President, Mortgage Loan Department. In my ten years with the bank I have previously held the following positions: entry-level proof operator, bookkeeper, accounting officer, supervisor, and student loan officer. Prior to working at the bank, I worked for Mallory's real estate where Carol first worked for me as an administrative assistant, and later as an agent under my supervision. I received a B.S. in Business Administration from the University of Vermont. I have since taken many business and job related courses through local colleges as well as the American Institute of Banking (AIB).

Carol joined the Hastings Bank in 1997 as bookkeeper and was later promoted to administrative assistant for the Loan department. I have been her direct supervisor for about six years.

Following are the areas of learning that I will verify and document and for which I believe Carol should receive college credit:

Working in a Professional Environment

Both at the real estate office and at the bank, Carol maintained all appropriate paperwork and records in a very organized fashion. She demonstrated competent use of all office equipment such as fax machines, multi-line phones, copiers, and computers. Her organizational skills are outstanding. She shows wonderful customer service, is always well dressed and professional, and basically handles all requests in a timely and skillful manner. She is an exemplary administrative assistant.

Computer Essentials

Carol easily uses the computer for a variety of applications. She types fast and accurately, (exceeding 60 wpm), can explain and employ our word processing programs, does data entry easily, and is able to print in a variety of formats. She troubleshoots easily when things don't work properly and often helps others in the department by explaining computer functions and providing assistance with formatting of presentation files.

Office Accounting I

Carol has a solid grasp of office accounting practices which she demonstrated to me during her time in the real estate office, where she was in charge of keeping the books; as a bookkeeper at the bank; and now in her job as our department's administrative secretary. She is responsible for maintaining the department's books including the recording of statements, preparation of special requested statements for the bank, maintaining payroll and appropriate tax information (for the real estate staff). She then, and now, orders and pays for supplies and inventory, deals with outside vendors regarding accounts payable and receivable, and is an essential partner in our budget development. Carol is able to use a variety of accounting software programs. Her accounting knowledge goes beyond an introductory level.

In closing, Carol is an outstanding employee whose quality of work often exceeds that of other staff with administrative college degrees. I would be happy to answer any questions you may have. You can reach me during working hours at 123-4567.

Sincerely,


Sandra Belen

Dear Sirs:

October 14, XXXX

I am writing in response to Sibyl Smith's application for credits for her art work. I am a graduate of the Rhode Island School of Design with a Bachelor of Fine Arts degree in Textile Design. I also hold a Master of Science degree in Art Education from that same school. I have been an art and design teacher for many years including 22 years at Supergood University - where I am a retired Professor. I still do a great deal of teaching in my studio here in Middlesex. In addition to producing work for sale and exhibit. I first met Sibyl when I contracted her to do some framing of watercolors for me. She impressed me with her knowledge of color and design and her excellent choices of mats and framing. I have always been very satisfied with her work. In addition I have spent quite some time evaluating her portfolios. She has done a lot of work in many different mediums. I can speak to many of the areas of expertise that she has shown me. Below, I will evaluate the areas that I feel competent to do.

Sibyl has asked me to evaluate her work for 31 courses and 93 credits. I feel that I cannot adequately evaluate some of them and have paired it down to 21 courses. The ones that I cannot speak to are the ones I did not see enough work.

1. Into to Studio Art
2. Color Theory
3. Drawing 1
4. Pastels 1
- 5 Water Color 1
6. Acrylic 1
7. Art Appreciation
8. 2-Dimensional Design
9. Graphic Design 1
10. Calligraphy
11. Intro to Jewelry
- 12 Intro to Paper Arts
13. Ceramics 1
14. Printmaking 1
15. Practicum in Commercial Arts
16. Basic Intro to Picture Framing
17. Basic Framing for Artists and Photographers
18. Mat Decorating
19. Advanced Picture Framing
20. Preservation Framing Techniques
21. Woodworking for Picture Framers

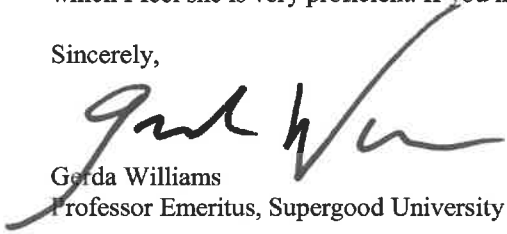
I hope you don't expect me to address each and every course listed. It is quite a momentous job. I believe that Sibyl has done a lot of work in all of the above. Her specialty of course is framing and she is master of all those 16-21. No question about that. I have watched her pick mats and frames-matching colors etc.

Sibyl has done a considerable amount of work in commercial art. I have seen the signage that she has done as well as work for a commercial company. Her lettering skills and calligraphy are excellent. I would say that she could qualify for credit in graphic design 1; I cannot speak for Graphic Design 2.

I have seen Sibyl's work in Pastel, Water Colors and Acrylic and believe she has a very good grasp of all of those techniques. Her drawing ability stood out in some of her fine animal paintings and sketches. I think Sibyl has an excellent grasp of printmaking, and 2 dimensional design. I admire the work she has done in collage and prints. I know she has a keen interest in Art History and shows a good knowledge of artists and periods of art.

I did not see a lot of work in ceramics or jewelry but I know that she has done considerable work in those areas. I feel assured that she has a good grasp of both of those disciplines. I heartily recommend that she receive credit in the courses that I have indicated and in which I feel she is very proficient. If you need more information I will be glad to cooperate.

Sincerely,



Gerda Williams
Professor Emeritus, Supergood University

SAMPLE "SPECIAL EVALUATION" LETTER

SAMPLE DOC LETTERS

October 21, XXXX

Melissa DeBlois, Director
Office of Prior Learning Assessment
P.O. Box 489,
Montpelier, VT 05601

Re: Shirley Templer – Special Evaluation for “Computer Applications”

Dear Director,

This letter is written on behalf of Shirley Templer to evaluate her request for credits in “Computer Applications” through the Assessment of Prior Learning Process.

I have been a computer professional for 15 years. I have taught Computer Applications for the Community College of Vermont for the last six years. I am currently employed as a computer specialist with the State of Vermont, Department of Transportation. I hold a Bachelor’s Degree in Engineering Technology from Norwich University and a Master’s Degree in Computer Science from the University of Vermont.

I did not know Shirley Templer prior to her call asking me to do a special evaluation for her in the computer area, but my sister has gone through the APL experience; therefore I am somewhat familiar with the process and was willing to help this student.

Completion of the “Computer Applications” course requires demonstration of knowledge in several areas: operating systems and application software, especially an introduction to word processing, windows, spreadsheets, presentations, and file management functions.

I met with Shirley for a two-hour interview and have observed and reviewed her learning components and her computer work in relation to her job with the Johansen Company. In addition, I asked her to perform several computer tasks in order to prove her abilities in a number of areas not normally performed as part of her job. Shirley uses a PC extensively in her job and easily used the computer available at our meeting.

Below is a list of demonstrated skills and tested competencies which fully validate, in my opinion, Shirley’s request for three credits in “Computer Applications.”

1. Word Processing: Shirley is very competent using word processing programs on the PC. She demonstrated document creation, extensive editing, formatting, printing, and even some basic desk top applications. Her facility with word processing far surpasses expectations I have for my students.
2. Spreadsheet Functions: I asked Shirley to create a worksheet and then enter numerical and label data. She was then required to build several simple formulas using functions and ranges of data, copy data and formulas, reformat labels and current data, and finally to print the finished worksheet. She could create graphs and charts. Her knowledge was comparable to expectations for my students.
3. Presentation Software: Shirley uses presentation software as a regular part of her job. She shared some previously created presentations incorporating charts and graphs, tables, images and videos. In addition, I asked her to create slides for me with links to appropriate support pages and she did so effortlessly.

As I said above, it is my opinion that Shirley should be awarded credit for “Computer Applications”. She has demonstrated the equivalent knowledge of a student who would have passed my class with an “A” grade.

Sincerely,


George C. Scott
Instructor, CCV, East Overlook Campus