

# EVERGREEN

The Evergreen State College  
Office of Admissions

## CERTIFICATED LEARNING GUIDELINES

The Certificated Learning evaluation process is for learning that results in the award of a certificate acknowledging the individual's participation in a workshop, seminar or training program. If you would like to submit multiple certificates for review, please complete a separate cover sheet per certificate. This review process is done after a student has been admitted to or enrolled at Evergreen. The evaluation process takes approximately six to eight weeks to complete. If a certificate was not received, this evaluation process is not possible.

### What pieces of information do I need to submit for review?

1. A completed Certificated Evaluation Cover Sheet for each certificate.
2. A pamphlet, course outline and/or program syllabus for the coursework. Documentation is required to show-
  - Course objective
  - Amount of instruction time involved
  - Amount of outside work and/or preparation required of the participant
  - Mode/modes of instruction
3. A photo-copy of the certificate earned. *Please do not submit originals, materials will not be returned.*

### How do we award credit for the certificate?

- The work/learning is given in subjects which we award transfer credit. (Example: A certificate in defensive driving it would not be eligible for credit because Evergreen does not award credit for coursework that will not count towards Bachelors of Arts or Bachelors of Science degrees.)
- The credit ratio we use is as follows: 30 hours of participation is equivalent to 1 quarter hour of credit. Any learning attended for less than 30 hours will not generate any credit.

**Please submit complete packets to:**

Office of Admissions  
The Evergreen State College  
2700 Evergreen Pkwy NW  
Olympia, WA 98505

# CERTIFICATION EVALUATION COVER SHEET

(ONE FOR EACH CERTIFICATE)

---

Last Name

First Name

Middle

Student ID Number

---

Address

---

Email address

---

(     )

---

phone number

---

Course/Workshop/Program Title *(please attach a copy of the certificate)*

---

Duration of course From (Mo/Yr) To (Mo/Yr)

---

Hours preparing for class/completing assignments

---

Hours in class/workshop

Name and address of Teacher/Sponsor

---

(     )

What learning styles were used? *(check all that apply)*

Lecture

Media Presentation

Group Work/Process

Discussion

External Work

Examinations

Did you receive an evaluation of your work?  No

Yes *(please attach a copy)*

What was the course objective?

What did you learn that you feel is applicable to a liberal arts degree?

Are you currently enrolled at The Evergreen State College?  No

Yes-What quarter and year did you begin at Evergreen? \_\_\_\_\_