



Standard Operating Procedure

Procedure Title: Credit for Licensure and Certifications

Procedure #: RO.002

Revision #: 002

Unit Responsible: Registrar's Office

Individual Responsible: Registrar

Effective Date: 02/17/2023

Initial Approval Date: 02/22/2019

Last Review/Update Date: 02/17/2023

Next Review Date: 02/01/2026

***Does this procedure support a Board Policy? Yes**

If yes, identify: [3.100 – Credit for Previously Acquired Knowledge and Learning Experience](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria? Yes**

If yes, identify: [4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation? N/A**

If yes, identify:

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Credit for Licensure and Certifications, BP 3.100

1. Purpose

Lansing Community College (LCC) recognizes that current licensure or certification represents earned credentials for which credit may be granted. Therefore, the college assesses national and state licensures and certifications as part of its credentialing function. Any student who has applied to LCC may apply for licensure or certification credit evaluation.

2. Scope

This procedure pertains to current students requesting credit for active licensures or certifications, academic departments/faculty responsible for approving or denying credit equivalencies from active licensures or certifications, and Registrar's Office staff processing requests for credit.

3. Prerequisites

Prospective students complete an application to LCC. Instructions can be found on the [Admissions webpage](#).

Guidelines:

- Credit is limited to specific credentials. A complete list of these credentials can be found on the [Licensure and Certification Equivalency Table](#).
- Licensure and/or Certification must directly relate to a specific course or courses required by an LCC certificate or associate degree.
- LCC does not accept the transfer of credit for expired licensures and certifications.
- In the case of payments made after the end of the semester for which credit was approved, Licensures/Certification Credit will be posted the following semester.
- A non-refundable \$50 processing fee must be submitted with the application for credit and required documentation to the Student Finance Office.
- Fees are subject to change by the [Board of Trustees](#).
- Additional experience and/or documentation unique to each credential may be required. Students may contact [Registrar's Office](#), Gannon Building, (517) 483-1200 to determine which college program will perform the assessment.
- Additional transfer credit information can be found at LCC's [Licensure and Certification page](#).

4. Responsibilities

- Transcript Processing Specialist – Responsible for completing all procedures and adhering to the guidelines as it relates to awarding credit.
- Registrar – Responsible for the preparation and oversight of the procedure.
- Academic departments/faculty – Responsible for approving or denying credit equivalencies from Licensures and/or Certifications.

5. Procedure

1. The student must meet with an advisor in the program for which credit is being sought.
2. If appropriate, the advisor and the student will complete an application processing form for assessment.
3. The student will submit the Licensure or Certification Application Processing form to Student Finance. A non-refundable \$50 processing fee must be submitted with this application.
4. The Academic Division determines what credit can be granted to the student and will complete a Licensure and Certifications Credit Authorization form and submit it to the Divisional Dean for approval.
5. The Divisional Dean's office will forward the Licensure and Certification Credit Authorization form to the Registrar's office for review and will mail a copy to the student.
 - a. If credit is denied, or if a student feels the evaluation was incorrect, they may file a written appeal to the Dean of the Division from which the credit is being sought. Appeals must be received within three (3) months from the date of submission of the Credit Authorization Form. The decision of the Dean shall be final. See the website for [appeal procedures](#).
6. Credit approved by the Divisional Dean will be posted to the student's academic record by the Registrar's Office upon verification that the payment has been made.
7. The student will be notified via their LCC email once the credit is posted.

6. Reference

- [Student Rules, Requirements, and Procedures](#) webpage
 - [Credit for Licensure and Certification](#)
- [Registrar's Forms](#) webpage
- [Administrative Appeals Procedure](#) webpage

7. Definitions

- Certification: Verification that a professional has met a certain set of criteria for a skill or job as measured by third-party assessment.
- Licensure: A state's grant of legal authority to practice a profession within a designated scope.