

# NATIONAL PROGRAM ON NONCOLLEGIATE SPONSORED INSTRUCTION

EDUCATION BUILDING ADDITION, ROOM 975

89 WASHINGTON AVENUE

ALBANY, NEW YORK 12234

www.nationalponsi.org

(518) 486-2070 / FAX: (518) 486-1853

E-MAIL: [NATPONSI@Mail.NYSED.gov](mailto:NATPONSI@Mail.NYSED.gov)

## INSTRUCTIONS FOR SUBMITTING A COLLEGE PROFILE

To have your profile posted to National PONSI's website ([www.nationalponsi.org](http://www.nationalponsi.org)), please supply information about your institution in the format indicated by the example at the bottom left of this page. Information **must** be provided for **each** of the sub-headings in bold-faced type and should respond to the guidelines described in the callout boxes on the right. The relative amount of space that you allocate for each sub-section may differ from the example below, but the total length should not exceed 350 words for a single entry profile. If you wish to expand your entry to provide further information about your institution or to present multiple campuses, you may prepare up to a 700-word profile.

The fee for a 350-word profile is \$400 for 12 months; the fee for a 700-word profile is \$500 for 12 months. Payment may be made by credit card or check (made payable to National PONSI, Federal I.D. #14-1599643 – The University of the State of New York). Payment need not accompany submission of your copy. We will post your profile, while you process payment.

We request that all profiles be submitted in electronic form separate from payment. You may use one of the following options to submit your profile:

1. Forward your entry to National PONSI as a document attached to an e-mail message (see address above) (Subject line "College Profile"). Acceptable document formats are Word or plain text.
2. If your e-mail program does not permit you to attach documents, you may type (or paste) the text of your entry into the body of an e-mail message.

If you have any questions about how to submit your profile or payment, please call or e-mail us. To view other profiles, go to our homepage, scroll down, and click on a college or university.

**COLLEGE NAME**  
www.collegename.edu  
Main Street, Your Town, Your State,  
**Contact:** Jane Smith, Director, Office of Continuing Education, (101)  
123-4567 M-F 8:30 am - 5 pm PST, e-mail [jsmith@collegename.edu](mailto:jsmith@collegename.edu)  
**Type of Institution:** Public Two-Year

**Degrees Available:** Associate degrees in the following areas may be earned by attendance solely in the evening: Accounting, Business Administration, Civil and Public Service, Civil Technology, Construction Technology, Criminal Justice, Electrical Technology, Human Services, Individual Studies, Industrial Technology - Management Engineering Option or Technology Option, Liberal Arts, Marketing, Nursing, and Security Administration.

**Forms of Credit Recognized:**

- The college will award credit based on the following measurements of noncollegiate learning: proficiency examinations (CLEP and Excelsior College), formal noncollegiate coursework for which credit recommendations have been established by the National Program on Noncollegiate Sponsored Instruction (National PONSI), military experiences recommended for credit by the American Council on Education, and individualized assessment of prior learning through the Life Experience Credit Program.
- Up to 50% of a student's degree may be earned through these methods.

**Additional Information:**

- The Office of Continuing Education is responsible for the administration of evening, weekend and off-campus credit courses.
- The Life Experience Credit Program is designed to allow students who have substantial life experience to obtain college credit for that experience.
- The Community Services Initiative also caters to the continuing education and life-long learning goals of non-traditional audiences.
- Child-care services are available on campus.

Please include your institution's URL, along with your mailing address

Name, office, phone, hours, and e-mail for person students should contact to discuss whether credit will be granted for noncollegiate learning

Type of institution: choose from Public 2-Year, Private 2-Year, Public 4-Year, Private 4-Year, Public Comprehensive\*, or Private Comprehensive\* (\*includes graduate degrees)

Degree programs available at your institution to accommodate working adults or nontraditional students – associate, baccalaureate or graduate

Measurements of noncollegiate learning that your institution would consider awarding credit for, including proficiency examinations (e.g., CLEP, Excelsior College, AP); credit recommendations established by National PONSI and/or the American Council on Education's College Credit Recommendation Service for formal course work sponsored by business, industry, and other noncollegiate organizations; credit recommendations published in the American Council on Education's Military Guide; and individualized assessment of prior learning.

Limit on the amount of credit that can be awarded for noncollegiate learning; limit on the amount of credit that can be transferred from another college.

Other information that would be of interest to working adults considering enrolling in degree programs at your institution; e.g., child care services, courses offered on weekends or during the evening, independent study options, distance learning courses or degrees, occupational/vocational counseling, or courses offered on-site at places of employment.