

CDA Certification Memo

Bay Mills Community College will accept transfer credits from regionally accredited institutions. The Council for Professional Recognition is not an accredited institution and therefore we are not able to accept your certificate as transfer credits.

In order to obtain transfer credit for your CDA certification (EC107/EC108), you must take the Departmental Exam for a fee. Please contact Sheryl Hammock, Early Childhood Education Faculty to schedule at 906-248-8436 or shammock@bmcc.edu.

Departmental Examination Information

Regularly enrolled students may, in some subject areas, be able to earn credit for a course offered by the college through successful completion of a Departmental Examination. Students who believe they have mastered a course through life experience or past training may, at the discretion of the Department Chair, take the departmental examination, if one has been developed, in that subject area. A fee of \$50.00 per exam must be paid prior to the examination. The exam will be arranged by the Department Chair when the student presents the payment receipt for the exam. Departmental examinations must be completed during the first two weeks of a semester. An examination grade of 75% or better is required for credit to be earned: please check with the respective Department Chair as the minimum grade may be set higher by program. Upon successful completion of the exam the Department Chair must file the completed exam with recommendations to the Vice President of Academic Affairs and the Registrar; upon approval the course completion will be entered on the student's transcript. A letter grade is not earned through this process and the credits are not calculated as part of the student's GPA. A maximum of 12 credits earned by departmental exam, with a CR (credit) grade, may be applied toward an Associate or Bachelor degree, and a maximum of 6 credits for a certificate program. Students should be advised that Departmental Examination credits may not transfer to another college or university.