

## Request for High School Course Articulation

*In order to initiate a new articulation agreement or update an existing articulation agreement, and to determine alignment (equivalency) between the college course and the high school course, we need to collect the following information. Please be complete in your responses and attached backup documentation as necessary.*

Is Articulation Request:       New Course/Program?       Renew with Course Revision?

Is your school a partner in our local Tech Prep Consortium?       Yes       No       Not Sure

High School Name: \_\_\_\_\_ Date: \_\_\_\_\_

School District Name: \_\_\_\_\_

HS Course Name: \_\_\_\_\_

HS CIP Code # (if known): \_\_\_\_\_

Name of College: \_\_\_\_\_

Name of College Course (if known): \_\_\_\_\_

High School Teacher: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

CTE Director's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this course articulated with another Tech Prep Consortium? Which ones? \_\_\_\_\_

***Please provide short answers to the following and attach supporting documentation:***

High School Course Overview

- Course description and course goals
- Length of course (# of semesters or # of total instructional hours)
- Prerequisites required if any
- List of texts, workbooks & supplemental material, including software used (title, author, edition)
- Expectations of student involvement/assignments (i.e. job shadowing, internships or projects)

List of Specific Competencies

- Learning outcomes - competencies written as measurable outcomes (SWBAT)\*
- Industry certifications covered (if applicable)

**\*Note:** you can review the college course competencies list and indicate which competencies are taught in your class (highlight those that apply)

Assessment Criteria

- Expectations for student performance
- Description of testing / how is student learning assessed?
- Specifications for culminating project or group project, if required part of course

☐ Tech Prep Notice to Students

If you are requesting an articulation update or renewal, *the high school syllabus MUST include a notice to students* indicating the course is Tech Prep approved and articulated with one or more colleges. The following statement is an *example*. Feel free to use or modify the statement below to include in your syllabus:

**SAMPLE NOTICE:**

**Tech Prep College Connections Program:**

This course is *Tech Prep College Connections* approved and articulated with (Name of college and program area). Student's who demonstrate proficiency of the college course competencies with a 'B' (3.0) or better grade, *maybe eligible* to earn college credit through the *Tech Prep* program. The college competencies are attached to this syllabus. During the (semester/year) all of the college competencies will be covered in class (...some may require additional independent work by the student). Students must register online using the statewide enrollment and reporting system <http://sers.techprepwa.org> and also are required to pay a non-refundable \$46 annual consortium fee to earn college credit through the Tech Prep College Connections program (<http://pay.techprepcc.org>).

Students may earn credit for the following college courses:

**(insert course number, course name and credit value)**

**BCT 111      Career Opportunities & Industrial Safety – 1 credit**

**BCT 112      Construction Materials & Applications – 2 credits**

**BCT 113      Hand Tool Use and Operations – 2 credits**

**Please note:** an out of consortia agreement may incur a regional fee to establish an articulation or may require the instructor to attend in-service workshops on the college campus. Talk with the Tech Prep Director about possible fees prior to initiating an articulation request.

**To submit your request:**

*Email this form, along with all required items and supporting documentation to:*

**Tech Prep College Connections**

[techprep@bellevuecollege.edu](mailto:techprep@bellevuecollege.edu)

If you have questions contact the Tech Prep Office:

**Tech Prep College Connections**

**c/o Bellevue College M/S N211**

**3000 Landerholm Circle SE**

**Bellevue, WA 98007**

**425-564-6158**

**425-564-4121**

**[www.techprepcc.org](http://www.techprepcc.org)**