

## High School Request for Course Articulation Form

The College Partners need the following information to help determine whether or not your high school course aligns (is equivalent) to the college course articulation being requested. Please be complete in your responses and attached all required documents.

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: \_\_\_\_\_

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

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

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

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

Is this course articulated with other colleges? Which ones? \_\_\_\_\_

**The following information is required by all WA State Tech Prep Consortia when requesting an articulation be established.**

*Submit the following information to initiate a new articulation, or to modify/update an existing articulation. The following information will help us determine course content alignment between the high school and college. You can submit your course SYLLABUS that includes the information below or provide short answers to the following and attach supporting documentation.*

- High School Course Overview (*information may be included in the syllabus*)
  - 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 (*information may be included in the syllabus*)
  - Learning outcomes - competencies written as measurable outcomes (SWBAT)\*
  - Industry certifications covered (if applicable)

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

☐ Assessment Criteria (*information may be included in the syllabus*)

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

☐ College Tech Prep Notice to Students (*must be included in syllabus when requesting articulation renewal*)

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 a *sample* notice. You can use/modify the statement below to include in your syllabus:

**College Tech Prep Program:**

This course is *College Tech Prep* approved and articulated with (Name of College & Program Area). Student's who demonstrate proficiency of the college course competencies with a 'B' (3.0) or better grade, *may* earn college credit through the *College Tech Prep* registration process. The college competencies are attached to this syllabus. During the (semester/year) all competencies will be covered in class...some may require additional independent work by the student. To earn college credit students are required to pass a skill check/assessment with the high school instructor.

Students may earn credit for the following college courses:

|         |   |
|---------|---|
| BCT 111 | Career Opportunities & Industrial Safety – 1 credit |
| BCT 112 | Construction Materials & Applications – 2 credits   |
| BCT 113 | Hand Tool Use and Operations – 2 credits            |

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

**Please submit this form in an electronic format. Attach all required items and return this request to:**

Linda Cowan -- Tech Prep Director  
lcowan@btc.ctc.edu

**If you have questions about the form or required information, please contact the Tech Prep Office:**

Whatcom Tech Prep Consortium  
3028 Lindbergh Avenue  
Bellingham, WA 98225  
360-752-8409