

Procedure 2413

Equivalency Credit for Career and Technical Education Courses

This procedure is modeled after the state recommendation from OSPI in accordance with the Equivalency Credit Toolkit 3.3 (<http://www.k12.wa.us/careertech/Forms/EquivalencyCreditToolkit.PDF>) revised September 2013. Criteria for determining course equivalencies for core academic and career and technical education courses for the following subjects: Art, English, Health and Fitness, Mathematics, Science, and Social Studies are found in the OSPI Equivalency Credit Toolkit 3.3.

The Equivalency Committee

The Equivalency Committee will be responsible for evaluating and making decisions regarding course equivalencies for Career and Technical Education and core academic courses, and will be comprised of:

- CTE Director
- Curriculum Director
- Principal or Assistant Principal
- High School Counselor
- Core subject department head
- CTE department head

Procedures and Timeline for Submitting an Initial Course Equivalency Request

1. Teacher(s) and department head will submit the appropriate completed Equivalency Request Form from the Equivalency Credit Toolkit 3.3 along with their course Curriculum Framework, sample assessments, and other supporting documents to their building principal.
2. The principal will submit the requests and required materials to the Equivalency Committee following the submission deadline. The submission deadline is January 15th.
3. Teachers should submit their requests and required materials to their department heads and building principals at least one week prior to the specified deadline to allow time for review prior to submission to the Equivalency Committee.

Procedures and Timeline for Evaluating Requests and Determining Course Equivalencies

1. The Equivalency Committee will convene following the submission deadline.
2. For all equivalency requests, the Equivalency Committee will:
 - a. Review the course curriculum framework to determine if required standards for equivalency from the appropriate Equivalency Request Form in Appendix K are evident throughout the course.
 - b. Review the course assessments to determine if students are demonstrating the required standards for equivalency from the appropriate Equivalency Request Form in Appendix K.
3. The committee will make a determination on submissions by February 15th. The committee will make one of the following decisions regarding the equivalency request:
 - a. Meets Standard for Equivalency – The course meets the standards required for equivalency, full or partial credit, and will be listed as an equivalency in the course guide for the following school year.

- b. Does Not Meet Standard for Equivalency – The course does not adequately meet the standards required for equivalency. Feedback is given regarding gaps and areas that need to be addressed if an equivalency is to be requested again.

Procedures and Timeline for Resubmitting a denied Equivalency Request

1. If an equivalency request is denied upon review, a teacher may address identified gaps and resubmit the next year by January 15th.
2. The resubmission of an equivalency request will follow the same procedural requirements as outlined in these procedures.

Publishing District Approved Equivalencies

1. The Equivalency Committee will annually publish a list of approved course equivalencies for inclusion in each high school’s course catalog.
2. Additions to the published equivalency list will apply to all students the following school year.
3. Deletion of equivalencies from the existing equivalency list will apply only to the following year’s freshman students. Students who will be sophomores, juniors, and seniors that following year will be allowed to use the previously published equivalencies.

Equivalency Credit Toolkit 3.3

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