

# **Career and Technical School Articulation Agreement**

## **Steel Center Career and Technical Center**

This Agreement is entered into by and between **Steel Center CTC** (hereinafter referred to as the "CTC") and Westmoreland County Community College (hereinafter referred to as the "College"). This agreement sets out the terms and conditions of the articulation agreement offered by these two institutions in accordance with Article XVI of the Public School Code (hereinafter "Program").

Per the Pennsylvania Department of Education, all Postsecondary Institutions receiving funds under the Act are required to award transcribed technical postsecondary semester credit or equivalent clock hours to a matriculated student and apply that credit toward the completion of the approved Pennsylvania Department of Education (PDE) Program of Study (POS), leading to an industry-recognized credential, certificate or associate degree at the postsecondary level.

The purpose of this Agreement is to ensure that students make the transition from a school entity to another school entity, college or university or a business/industry without experiencing delays in or duplication of learning.

This Agreement sets forth the terms and conditions for the awarding of transcribed technical postsecondary semester credit or equivalent clock hours to students who complete the approved PDE Program of Study at a Secondary School so that those students can seamlessly continue their education in a Program of Study at a Postsecondary Institution (excerpt taken from the PDE Perkins Statewide Credit Transfer Agreement revised April 2022)

The College and the School District do hereby agree to the following:

### **1) Term**

- a) The term of this agreement shall be from: (11/4/2024-11/4/2027)
- b) Per SOAR Agreement, SOAR credits are only allowed to be transferred within 16 months of a student's graduation from a Pennsylvania postsecondary institution.

### **2) Programs of Student and Articulated Credit**

- a) Course equivalency (s) are identified via the approved PDE Program of Study competencies via the course description and program information. The course equivalencies will be college-level.
- b) One-to-One Classification of Instructional Program (CIP) alignment- The College will review Programs of Study and award credit based upon the completion of competencies in the aligned or related CIP.
- c) Developmental or remedial coursework does not count toward the required transcribed credits for the postsecondary program or statewide agreement.
- d) College credits are transcribed in semester hours
- e) As equal partners in ensuring success of the agreement, the Postsecondary Institution and Secondary School will conduct evaluation of the Agreement to judge the success of the Agreement.

All courses shall be offered in accordance with the terms of this Agreement and Article XVI of the Public School Code and the courses and their College equivalencies listed in Appendix I.

### 3) Student Eligibility and Responsibilities

- a) In order to earn the college credit listed in this Agreement, students must complete the following:
  - i) Earn a minimum 2.75 grade point average on a 4.0 scale in secondary technical courses, and complete the Secondary School component of the approved PDE Program of Study.
  - ii) Achieve competent or advanced level on the Secondary School end-of-program assessment that is aligned to the approved PDE Program of Study
  - iii) Achieve proficiency on all the tasks on the approved PDE Program of Study Secondary Competency Task List as evaluated by the appropriately certified instructor
  - iv) Furnish documentation necessary to the College prior to matriculation to the institution. Documents should be student specific and verify that the student meets all secondary requirements of the approved PDE Program of Study
  - v) The student demonstrates readiness for entry into college-level coursework and meets all course prerequisites as outlined in the current College catalog. This may require the student to complete placement testing.
  - vi) Provide documentation that must include the following items, if applicable:
    - High School Diploma
    - Official High School Student Transcript
    - Completed Secondary Competency Task List with the signature of an appropriately certified secondary school technical instructor indicating the student is proficient in all tasks
    - PA Certificate of Competency or PA Skills Certificate in technical program area
    - Industry credentials earned
    - Details Page (CollegeTransfer.Net) for the corresponding Program of Study credit transfer agreement found on the online database provided by PDE.

### 4) Additional Administrative Responsibilities

- a) The CTC and the College agree to notify each other if there has been a change to the curriculum to ensure that the articulated courses are still equivalent.
- b) The College and the school district agree to share information in compliance with the Federal Education Right to Privacy Act (FERPA) which states, "If the student is under 18, the parent/s still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules." (<https://studentprivacy.ed.gov/faq/if-student-under-18-enrolled-both-high-school-and-local-college-do-parents-have-right-inspect>)

## Signature Page

The College and CTC will agree not to discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries should be directed to the Affirmative Action Officer (presently Kimberly Bush) at 724-925-4190.

YEAR 2024 10/24/2024

For the CTC:



Director Date

10/24/24

For the College: Cynthia M. Sexton Proctor

Cynthia Proctor, Vice-President of Academic Affairs

YEAR

Insert Signature Line

YEAR

Insert Signature Line

APPENDIX I

INSERT COURSE EQUIVALENCIES HERE

**WCCC**

**CUL 104 Introduction to Cooking and Baking 3 credits**

**FSM 103 Introduction to Hospitality 3 credits**

**FSM 117 Waitstaff Training 1 Credit**

**FSM 118 Sanitation (If they pass the ServSafe Manager Exam 2 credit**

**Steel Center CTC**

**CIP 12.0501**