ARTICULATION

Jobs Corps

Facilities Maintenance Technology Program/
OSHA 10

December 1, 2014- December 1, 2017

Community College of Allegheny County
Scope of Articulation

The term “articulation” in this agreement applies to any or all of the specific ways that a student can gain college credit at Community College of Allegheny County (CCAC) for work taken while in high school.

These ways include: high school competency-based courses which have been evaluated as having sufficient time and substance to be equated to a college-level course; advanced placement opportunities through external organizations such as the College Entrance Examination Board Advanced Placement Program; the College Level Examination Program; the Attend College Early (ACE) Program whereby a student attends college classes with permission of their high school.

This section of the agreement will define each articulation method and will address the actions which must be taken to implement it by the high school and/or college. It provides information about any costs which might accrue to the high school, college, or the student. It also describes the process which students must follow in order to obtain articulated credit.
Articulated Competency-Based Courses

1. General Requirements for Articulated Courses

The following general requirements will apply to all students seeking college credit at CCAC through the articulated course agreement:

Applicants for advanced credit must meet the College’s requirements for admission, plus any specific program requirements if applicable, and register as a CCAC student.

An official high school transcript and/or related test results, plus an Application for Credit by Articulation (Appendix C) must be submitted to the College by the student.

Application for advanced credit by articulation must be made within two years after course work at the secondary institution has been completed. When more than two years have elapsed, evaluation and acceptance of credit shall be at the discretion of the appropriate College authorities.

College transcripts will not reflect articulated courses until the student has completed 1 college-level credit in the Facilities Maintenance Technology Program at CCAC West Hills Center with an average grade of ‘C’ or better.
2. Articulation Methods

The following sections define two methods which may be used to obtain college credit through the articulation of competency-based courses: Career/Technology Competency-Based Course Equivalency and Credit by Examination.

Description:

Career/Technical Competency-Based Course Equivalency – Specific courses, especially those of a career or technical nature, that are competency based, may be acceptable for college credit when a course articulation agreement exists between a school and the college.

Articulation of course equivalency for college credit can occur when a course or series of courses in a high school program is recommended for equivalency credit to the College, and is evaluated by College faculty and administration and found to parallel in substance and content one or more college-level courses. This process is most commonly applied to technical and professional courses.

Identification of equivalency courses may originate at the high school, educational institution or college level. In all cases, appropriate faculty will be asked to review the courses and recommend appropriate action to their respective administrations.

It will be the responsibility of the appropriate College Academic Dean to work with the designee to establish a review process and to recommend the final acceptance or denial of articulated credit.

In all cases of acceptance of specific courses for articulation, students must follow the College’s procedure when applying, as outlined in the General Conditions.

Articulation equivalency courses will be reviewed not less than every two years. The process for reviewing competency-based courses is contained in Appendix A.

Costs:

These courses have been evaluated jointly by the school and the College faculty and articulate directly to CCAC. There are no charges related to these courses.
Description:

Credit by Examination - Students who successfully complete a high school honors course, believed to be equivalent in content and rigor to a college-level course, but which is not a part of the Advanced Placement Program, or which has not been reviewed for articulation credit, may seek college credit by taking a college-prepared examination. Application for Credit By Examination should be made at the time the student applies for admission to the college. (Use the College Credit By Examination Form.)

Costs:

In cases where a course might not be covered by a direct articulation agreement, or a test is required by CCAC to verify achievement, the College's Credit By Exam fee, equal to the tuition of one credit will be charged.
3. Conditions for Articulated Competency-Based Courses

Each articulated course agreement will be in effect for three years from the date of signature. It will be reviewed every three years hence.

Changes in a course covered in this agreement must be reported to the College and may void the course’s articulated status.

The College will review each articulation option and course individually.

Students receiving a “B” or better in articulated courses will automatically have them accepted. Students who receive a “C” may receive credit by taking a college-generated competency examination.

Articulated courses may be used to meet degree requirements at CCAC. Acceptance of a course for degree credit at CCAC is not a guarantee of acceptance at any other college or university. Students who plan to transfer to a four-year college or university should contact that institution, as soon as possible, to determine their policy on the acceptance of transfer credit, and these policies may vary significantly from college to college. CCAC’s Placement Office will assist students in obtaining information about transferring to a specific college or university’s credit acceptance plan.

Articulated courses will appear on CCAC transcripts after a student has enrolled and completed 1 college-level credit in the Facilities Maintenance Technology Program at CCAC with an average grade of ‘C’ or better.

A maximum of 1 credit may be accepted toward meeting degree requirements through articulation at CCAC.

The school will identify one person to act as the articulation coordinator and will identify appropriate contact persons to work with the CCAC evaluator in the review process.

The Academic Deans’ Offices at CCAC will be the coordinating agency for articulation and will provide appropriate personnel to act as articulation evaluators.

Fully articulated courses covered by agreement, and in which students receive a grade of “B” or better, will not cost the student. Possible costs may occur because of Credit by Examination fees, CLEP test fees, or CEEB. These costs will be borne by the student.

 Procedures for articulated course review are contained in Appendix A of this agreement.
Appendix A

CCAC
Articulation
Course Information and Evaluation Form

The course listed below is being evaluated for articulation by:

____ Career/Technical Course Equivalency

____ Articulated Credit through Advanced Placement/Honors Course

____ Credit By Examination of Advanced Placement/Honors Course

Courses to be evaluated _______ Facilities Maintenance Technology _______ Date 11-30-14

School Jobs Corps __________________________

Address 7175 Highland Drive, Pittsburgh, PA 15206 __________________________

Phone 412-441-8739 __________________________

High School Teacher/Contact _______ Mr. Bob Gottschalk __________________________

Phone 412-441-8739 __________________________

CCAC Evaluator _______ William Stilz/Ron Logrenco __________________________

Phone 412-788-7375 __________________________

Procedure:

The outline and/or syllabus for the course being evaluated for credit through articulation should be sent to the CCAC person assigned to evaluate it for equivalency. The CCAC evaluator will review all materials provided. When laboratories or shop classes are part of the course, the evaluator will inspect the facility and learning hardware on site. Questions about a course should be addressed to the high school teacher/contact person for resolution. The CCAC evaluator can recommend acceptance for credit without reservation, acceptance for credit with reservation, or can recommend denial. When a course is denied for articulation, the reasons for denial will be stated in sufficient depth to provide guidance to the high school faculty as to action to take to have the course reconsidered.
ARTICULATION COURSE INFORMATION FORM

TEXT AND RELATED MATERIALS:
OSHA 10 Curriculum

FACULTY TEACHING CREDENTIALS:
Pennsylvania Department of Education Teacher Certificate and Appropriate Credentials

SELECTION OF STUDENTS IN HIGH SCHOOL COURSE:
Aptitude and Interest

METHOD OF EVALUATING STUDENT'S PROGRESS:
Testing
Skill Competency Evaluation by Jobs Corps Faculty

NUMBER OF LECTURE AND LAB HOURS:
Per course syllabi

COURSE CONTENT (FROM CURRICULUM GUIDE):

FACILITIES:
Appendix B

ARTICULATION AGREEMENT

In order to provide secondary school students with a continuum of education without unnecessary duplication of instruction and delay in attaining educational/career objectives, Community College of Allegheny County and Jobs Corps have entered into this articulation agreement for the program(s) and/or course(s):

<table>
<thead>
<tr>
<th>Jobs Corps</th>
<th>CCAC</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Achievement Record (TAR)</td>
<td>MMT 131</td>
<td>1</td>
</tr>
<tr>
<td>OSHA 10 Competency record</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copies of the Course Outline, Articulation Evaluation Form, and other related materials are attached to this agreement.

Before advanced credit can be awarded, the following conditions must be fulfilled:

1. Applicants for advanced credit must meet the College's requirements for admission, plus any specific program requirements, if applicable, and thus become matriculated students.

2. In order for applicants to matriculate under this agreement, they must earn at least a “B” or equivalent in their program and/or courses of study. Students with a “C” may apply for Credit By Examination.

3. An official high school transcript and an Application for Credit by Articulation must be submitted to the College by the student.

4. Application for advanced credit by articulation must be made within two years after course work at the secondary institution has been completed. When more than two years have elapsed, evaluation and acceptance of credit shall be at the discretion of the appropriate College authorities.

5. Applicants will receive advanced credit on their transcript after successful completion of 1 college-level credits in the Facilities Maintenance program at the Community College of Allegheny County with an average grade of ‘C’ or better.

6. Jobs Corps will notify the College of any modification in the articulated programs and/or courses during the term of this agreement.

7. This agreement will be in effect until: December 1, 2017

[Signatures]

Director
Jobs Corps

President
Community College of Allegheny County
ARTICULATION EVALUATION AND RECOMMENDATION

X Recommended with reservation for Advanced Placement Credit equivalent to

CCAC Course  MMT 131  OSHA 10

Student must provide a copy of the OSHA 10 card along with application

Ron Logreco
CCAC Evaluator

10-28-14
Date

A-3
Agreement and Signatures

The Community College of Allegheny County agrees to implement the articulation methods described in this Agreement, as they apply to the individual high school which is a party to this agreement, and consequently award college credit to be applied toward a degree, diploma, or certificate at CCAC in all cases where a student has successfully complied with an articulation or advanced placement method contained in this agreement.

This Master Articulation Agreement shall be in effect from the date of signature unless cancelled by either party upon thirty (30) days written notification.

[Signature]
Director
Jobs Corps

[Signature]
President
Community College of Allegheny County

Date: 1-16-15
Date: 1-27-15
Appendix C

APPLICATION FOR CREDIT BY ARTICULATION

OFFICE OF RECORDS AND REGISTRATION
COMMUNITY COLLEGE OF ALLEGHENY COUNTY

Name _____________________________________________

Last  First  Middle  Maiden Name

Social Security Number _____________________________________________

Address __________________________________________________________

Telephone (day) __________ (evening) __________

Jobs Corps attendance date: _________________________________________

Date of Graduation _________________________________________________

Major course of study at CCAC _________________________________________

Student Signature ______________________________________ Date __________

Jobs Corps Representative Signature _________________________________

FOR OFFICE USE ONLY

Approved

Disapproved

Reason ____________________________________________________________

_______________________________________________________________

Academic Dean’s Signature _________________________________________

Date ______________________

Please return this form, the official transcript, and a copy of the Award of Advanced Standing to the Office of Records and Registration.