

## WA State and C3N Guidelines for High Schools Requesting Articulation

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A request for articulation begins with the high school instructor...

1. **High school instructor completes** a *High School Request for Articulation* form. All information must be complete and appropriate documents attached. All articulation-related forms can be found at: [www.CollegeCreditCareersNetwork.org](http://www.CollegeCreditCareersNetwork.org) (Educators) or requested from Tanya Rettinger, Program Coordinator ([tanya.rettinger@bellevuecollege.edu](mailto:tanya.rettinger@bellevuecollege.edu)).
2. **High school instructor submits** a copy of the request form to their CTE director or principal to ensure the administrator is aware of the request and supports the process.
3. **High school instructor** can view learning outcomes/course competencies for college courses that are currently articulated at:  
<http://www.collegecreditcareersnetwork.org/pages/educators/articulations.html>  
**NOTE:** If this information cannot be found or is not currently articulated, please contact Tanya Rettinger ([tanya.rettinger@bellevuecollege.edu](mailto:tanya.rettinger@bellevuecollege.edu)) and request the college course competencies.
4. **After reviewing college competencies and finding that class curriculums do match, CTE director or HS instructor sends** the completed form to the local consortium Tech Prep Program Coordinator requesting articulation to be approved and/or developed. **NOTE:** If the district frameworks or course syllabi for the class contain all requested information on the form, that can be sent in lieu of the request to articulate form.
5. If the articulation is currently **available at the local consortium level**, then approval process follows all internal articulation development steps. The local Tech Prep Coordinator will work with the high school instructor and CTE director to complete the articulation process.

*If articulation is not available through your local consortium the process continues...*

6. If articulation is **not available locally**, the **Tech Prep Director/Program Coordinator will seek** appropriate alternative options. Your local consortia will contact other consortia to find where the best match of competencies exists, keeping within the same regional area if possible.
7. If “out of consortium” Tech Prep Director agrees to facilitate an articulation, then **contact information is sent** to the person who initiated the original request (teacher or CTE Director). The individual then initiates a follow-up contact and begins the articulation process.
8. Once the articulation is complete, the **“out of consortium” Tech Prep Director notifies** the “local” TP Director regarding the outcome of the process; for FYI purposes, a copy of the final agreement is sent to the “local” TP Director.
9. **The “out of consortium” TP Director then initiates “affiliate” partner status** for the new school member (i.e. appropriate signatures on MOA and program articulation agreement, etc.).

**NOTES:**

1. To avoid situations where students may potentially receive credit from multiple colleges for the same articulated course (double-dipping) there is no need to seek multiple articulation agreements for the same high school course:
2. “If a community or technical college has created an agreement with a high school or skill center to offer college credit for a secondary career and technical education course, all community and technical colleges shall accept the course for an equal amount of college credit.” *(Senate Bill 6377, New Section. Sec. 108 – enacted 2008)*