

Linking Your Courses to Apprenticeship

~ The Tech Prep Articulation Process ~

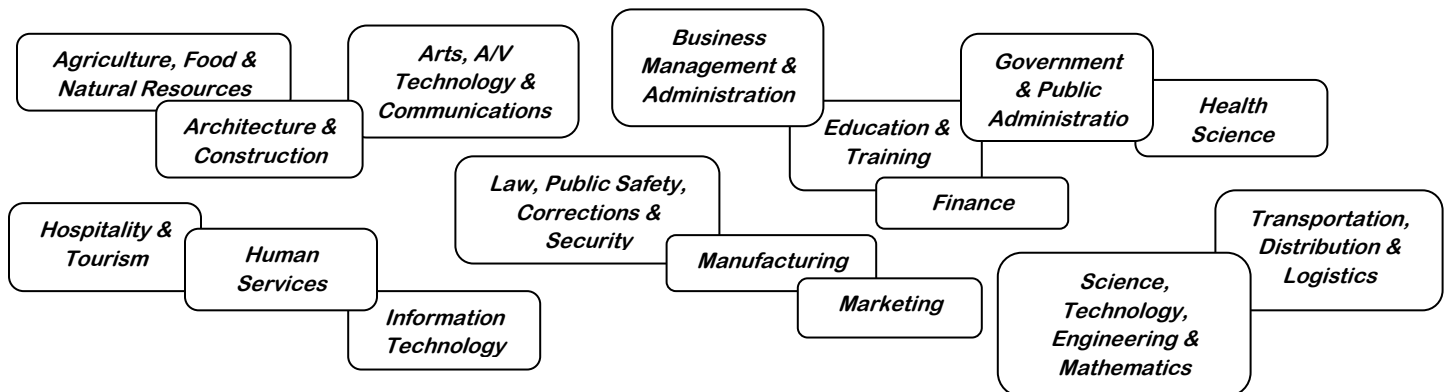
First, a request for articulation begins with a college program and an entry level college course within that program.

Next, a closely related program – either existing or in the planning stages - needs to be located at a nearby school district/high school. The *competencies* of the college course must be imbedded in the matching high school course.

Through this process, it is also possible to construct a **Program of Study** which helps facilitate and support student transition from the secondary into the postsecondary education systems. A Program of Study includes secondary CTE, academic and appropriate elective courses, leadership and employability standards as well as coherent and rigorous coursework in a non-duplicative sequence of courses from secondary to postsecondary. Completion of a secondary Program of Study prepares students for entry into the postsecondary program or apprenticeship.


Closely related to Programs of Study are **Career Pathways** which link education with employment and careers by organizing the world of work into **16 sectors**. Foundational skills and knowledge are mapped across each of those sectors which then build out into more specific areas of employment.

16 Career Cluster Sectors:



Steps in the articulation process:

1. **High school instructor completes** a *High School Request for Articulation* form.
2. **High school instructor submits** a copy of the form to the high school's CTE director/principal (ensures the CTE director is aware of the request and is supportive of the process).
3. **High school instructor or CTE Director sends** the completed form to the Tech Prep Consortium Director where the college and school are located.

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4. **Tech Prep staff schedules appointment** for in person or phone conference between the high school and college representatives to review the request to ensure 100% of the college course competencies appear in the high school course.
- i. If approved, Tech Prep staff will draft and route Articulation Agreement document to college and high school partners to obtain signatures. When signature process is complete, copies distributed and articulation is added to the Tech Prep online registration system.
 - ii. If not approved, Tech Prep staff will work with college coordinator and high school faculty to gather additional information if necessary and make possible additions to high school curriculum. College will be asked to conduct a second review once revisions to high school course have been completed.
 - iii. If no match is found, C3N will notify high school partners. C3N Coordinator will then look for a match outside of the local consortium.
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Documents and forms:

- **Consortium Memorandum of Agreement** (Master articulation agreement) reviewed and resigned annually by lead administrators of the Consortium's secondary and postsecondary education partners (college presidents and school district superintendents).
 - **High School Request for Articulation Form**
 - **Program Articulation Agreement**
 - **Teacher Verification Form** (certifying high school teacher responsible for teaching 100% of college course competencies, signed annually).
 - **College Competency Checklist/Profile**
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References:

The articulation process is framed, defined and validated by the following:

- RCW 28B.50.530 – Agreements between district boards of trustees and school boards
 - WAC 131-15-095 (2) – Teacher credentials
 - State Board for Community and Technical Colleges Policy Manual
 - WA ST Tech Prep Association Articulation Guidelines Handbook
 - College Credit and Careers Network Memorandum of Agreement
 - Carl D. Perkins Career and Technical Education Improvement Act of 2006
 - SSB 6377 – Legislative support for articulation between high schools and community and technical colleges
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Apprenticeship Education & Career Guidance Resources:

Apprenticeship Washington:

<http://www.exploreapprenticeship.wa.gov/>

Apprenticeship Programs in Washington State:

<http://www.lni.wa.gov/tradeslicensing/apprenticeship/programs/>

Learn About Apprenticeship

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/default.asp>

How to Become an Apprentice:

<http://www.lni.wa.gov/tradeslicensing/apprenticeship/become/>

Trade Apprenticeship Programs:

http://access.wa.gov/employment/getajob_trade.aspx

Bates Technical College Apprenticeship Programs:

<http://www.bates.ctc.edu/apprenticeship/>

Construction Math Toolbox

<http://www.rtc.edu/CCE/Resources/Products/MathToolBox/>

Renton Technical College Apprenticeship Programs:

<http://www.rtc.edu/Programs/Apprenticeships/>

Seattle City Light Apprenticeship Programs:

<http://www.seattle.gov/light/apprentice/>

Washington Building Trades:

<http://www.wabuildingtrades.org/>

Washington State Apprenticeship and Training Council

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/WSATC/default.asp>

Washington State Building and Construction Trades Council - YouTube Video - *Apprenticeship: The Original Four Year Degree*

<http://www.youtube.com/watch?v=BF2dE3dINvQ>

Washington Women in Trades

<http://www.wawomenintrades.com/>

Construction Center of Excellence

<http://www.rtc.edu/CCE/>

Construction Center of Excellence Resources

<http://www.rtc.edu/CCE/Resources/Products/>

ACE Mentoring Program:

<http://www.acementor.org/495>

Construction Web Links:

http://www.constructionweblinks.com/Industry_Topics/Jobs_and_Career_Opportunities/jobs_and_career_opportunities.html

Listings of Apprenticeship Training Resources:

<http://www.khake.com/page58.html>

Spokane Schools Skilled Trades Resources

<http://www2.spokaneschools.org/foundations2skilledtrades/Resources.stm>

Running Start for the Trades Update

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/files/pubs/runningStartfortheTrades2008update.pdf>