CTE Dual Credit

High School Request for Articulation Checklist

High School:_____Date of Submission:_____

HS Course Name:_____

☐ New Articulation Request? Name of College Course Articulation:_____

☐ Add to Existing Articulation? Name of College Course Articulation:_____

High School Faculty:_____

Email:_____ Phone:_____

High School Faculty:_____

Email:_____ Phone:_____

Prior to submitting your request, check the Statewide Enrollment and Reporting System (SERS) website for information about currently available articulated programs: https://www.ctesers.org *Submit the following items for initiating a new articulation, or inclusion in an existing articulation:*

☐ Detailed Course Syllabus to include:
- Course description
- Where course fits within the program of study
- Prerequisites required if any
- Books and software used
- Expectations of student involvement (i.e. job shadowing, internships or projects)
- Length of course (semester/hours)

☐ Instructional Philosophy
- How class will be taught
- Course standards
- Expectations for student performance

☐ List of Specific Competencies
- Competencies written as measurable outcomes
- Industry skill standards covered
- Industry certifications covered (if applicable)

☐ Assessment Criteria
- Specifications for culminating project or group project, if required
- Description of testing / how students will be evaluated

☐ Student workbooks and supplemental material required for the course *(list titles, authors/have available for review)*

Please attach all the required items and return this request to: ctedualcredit@btc.edu or mail to:
Bellingham Technical College
ATTN: CTE Dual Credit
3028 Lindbergh Ave
Bellingham, WA 98225

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For Consortium Use

Date received:_____Date evaluated:_____Evaluator:_____ ____

Next steps:_____