



Annual Assurances  
TEACHER COURSE VERIFICATION  
CTE Dual Credit



Teacher/Articulation Assignments for:  
(District Name Here)

**Purpose:** The annual course assurances provide the high schools and colleges the opportunity to annually review their CTE offerings and formally agree on which high school courses will be articulated for CTE Dual Credit.

**Assurances:**

1. CTE Dual Credit high school teachers will teach the college competencies as stated in the Articulation Agreement.
2. High school teachers and career specialists will support students using the web-based CTE Dual Credit Registration system (SERS) and teachers will use the same system to record final grades for college transcription purposes.
3. High school career specialists and CTE Dual Credit teachers will inform all students of CTE Dual Credit options that are available to them.
4. High School and College Instructors will meet annually or as requested to review and align their respective course curriculum and competencies. They will specify which high school courses are eligible for CTE Dual Credit.
5. The college credits earned by students from consortium high schools will be accepted by the agreed upon college. If students attend a different institution, it is their responsibility to inquire with said institution regarding transferability of credit.

**Articulation Agreement Provisions**

*Each high school will:*

1. Ensure all CTE Dual Credit approved courses are taught by instructors who meet the Washington State CTE/vocational teaching requirements.
2. Ensure all CTE Dual Credit courses meet the program standards established for CTE/vocationally approved programs. High school principals and CTE directors are responsible for ensuring the program meets the agreed upon college standards.
3. On an annual basis, high school instructors will provide an updated course syllabus to the college CTE Dual Credit office for each CTE Dual Credit approved course.
4. Skill-based in-services/workshops may be available at the high school teacher's request.
5. Ensure the curriculum is competency based, integrating academic and technical education through classroom instruction and practical experience.
6. Ensure compliance with articulation agreement procedures and provisions for awarding credits.  
Assess student skills & competencies using the *College/Competency Profile* for each articulated course.
7. Students are encouraged to maintain a professional portfolio, which demonstrates their skills and talents. Some program areas may have specific portfolio requirements, which would be outlined in the Articulation Agreement.  
Students should be prepared to submit their portfolio to the college instructor upon entrance to the program.
8. Provide information regarding the CTE Dual Credit program and eligible courses to parents and students.
9. Encourage students to visit the college campus and program to learn about degree opportunities available.

**Complete the course information below:**

Add all offered CTE courses.

Duplicate table for each Instructor

Send your course syllabus to the CTE Dual Credit office.

<b>(Instructor Name/ School Name)</b>	<b>Syllabus:</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
College Course Title	College(BTC/WCC)	College Course #	HS Class Title

**Assurances/Signatures**

After reviewing the above information, teachers and program administrators should sign indicating compliance with CTE Dual Credit assurances and accuracy of course information. Teachers sign next to their name; administrators sign below.

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Principal/CTE Director  
(Melissa Meyer)

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Date

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BTC College Dean  
(Katie Honeycutt)

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Date

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WCC College Dean

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Date

**Return to Whatcom CTE Dual Credit Consortium office no later than January 12, 2026 to ensure your students ability to register for the correct college course articulations offered at your high school.**

**Return form to:**      Whatcom County CTE Dual Credit Consortium  
Attn: Alana Dalgarn  
3028 Lindbergh Ave  
Bellingham, WA 98225