Articulation Request Checklist – CTE Dual Credit Program

School District:

District Wide Agreement?   ☐ Yes   ☐ No   **If No, which High School(s):**

Contact Person: **Title:**

Phone Number: **Email Address:**

High School Class: **CIP Code #:**

Articulation Request: ☐ **New**   ☐ **Existing Articulation – Content Update**

Is this class currently articulated with another college(s)?   ☐ Yes   ☐ No

   If yes, which college(s)?

Effective Academic Year:

Submit the following items to request a new articulation or to review/update an existing one.

1. **OSPI Approved Course Framework**
   - Preferably in Word format

2. **Detailed Course Syllabus and/or Course Outline, including:**
   - Course description
   - Prerequisites required (if any)
   - Book(s), software, and other supplemental materials used (Titles and Authors only)
   - Expectations of student involvement (i.e., job shadowing, internship, or projects)
   - Length of course (semester/yearlong/hours)

3. **List of Specific Competencies**
   - Learning Outcomes
   - Industry Skill Standards covered
   - Industry Certifications covered (if applicable)

4. **Assessment Criteria**
   - Specifications of individual and/or group projects, if required
   - Description or overview of testing explaining how students will be evaluated
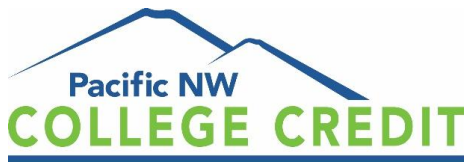
5. **Pathway / Program of Study**
   - Attach any pathway or program of study documents for class, if available

6. **College Course Requested (optional)**
   - Have you identified the college course that best aligns with your class?
   - Course descriptions for our currently articulated courses are available on our website: www.PNWcollegecredit.org/course-competencies/
   - All college course descriptions can be found in their course catalogs. If searching the college sites, remember that CTE Dual Credit classes offer credit for Professional Technical (Prof/Tech) courses.
     - **Bellevue College:** https://catalog.bellevuecollege.edu/
     - **Lake Washington IT:** https://catalog.lwtech.edu/
     - **Edmonds College:** https://catalog.edmonds.edu/

Submit completed Articulation Request Checklist and requested items to PNWCC:

CTE@PNWcollegecredit.org