Columbia Basin Community College Tech Prep/Dual Credit Teacher Course Assurances 2013-2014

The annual assurances process provides both the high school and Columbia Basin College the opportunity to review their Tech Prep dual credit articulation agreements and formally agree on which high school courses teach competencies that will be accepted for college credit.

Annual high school course verifications from teachers instructing courses designated as eligible for Tech Prep credit assure the following:

1. High school instructors teaching courses designated for Tech Prep credit will teach the competencies or curriculum prescribed by the signed articulation agreement.
2. High school instructors and college instructors will meet as necessary or requested to review and align their respective courses and curriculum competencies. They will specify in which secondary courses students may earn college-equivalent credit or meet college competencies.
3. High school instructors teaching courses designated for Tech Prep credit will only award credit to those students who have achieved those competencies outlined in the signed articulation agreement.
4. High school instructors and career counselors/specialists will support students in the registration process for Tech Prep using the web-based online registration system at http://sers.techprepwa.org.
5. High school instructors will inform students of, and adhere to the following Tech Prep deadlines for the 2013-2014 academic year:

   Last day for students to register: **April 30, 2014**
   Student registration forms due: **May 15, 2014**
   Instructor grades due online: **June 15, 2014**
6. Columbia Basin College will accept agreed upon Tech Prep credits from students coming from consortium high schools and grades will be transcribed by the end of August, 2014.
7. High school instructors and career counselors/specialists along with Columbia Basin College will inform students of Tech Prep options available to them.

Please complete the following page, providing your signature in agreement of your adherence to the Tech Prep articulation guidelines set forth for the high school class(es) you teach. COMPLETED FORMS ARE DUE BY NOVEMBER 30, 2013 in order for your course to be eligible for Tech Prep credit.

By signing below, you agree to adhere to the Teacher Assurance guidelines provided and will teach in accordance to Tech Prep rules and regulations.

Teacher Name: _____ **Signature:** _____

What High School Class(es) Do You Teach This Year?

1: _____

2: _____

3: _____

High School: _____

Work Phone: _____

Other Phone: _____

Email: _____

Please check the following box(es) for which CBC class(es) your high school course(s) articulate:

Automotive Technology Classes	**Computer Science *Classes (Cont.)***	**Early Childhood Education Classes *(Cont.)***	**Horticulture Classes**
☐ AMT 110 Intro to Automotive Technology (15)	☐ CS 203 Digital Graphics & Design 1 (5)	☐ ECE 118 Skills Training (3)	☐ HORT 202 Cultivated Plants (4)
☐ AMT 140 AYES Summer Internship (7)	☐ CS 243 Web Animation (5)	☐ ECE 120 Children's Literature (3)	☐ HORT 2021 Cultivated Plants Lab (1)
Business Administration Classes	**Culinary Classes**	☐ ECE 151 Supervised Practicum (3)	**Manufacturing Technology Classes**
☐ BUS 103 Salesmanship (5)	☐ CUL 101 Culinary Food Sciences I (8)	☐ ECE 1511 Supervised Practicum Lab (1)	☐ MT 102 Solidworks for Machine Technology (5)
☐ BUS 120 Personal Finance (5)	☐ CUL 102 Culinary Food Sciences II (8)	☐ ECE 230 First Aid, Health, Safety and Nutrition (3)	☐ MT 111 Basic Machine Tech I (5)
☐ BUS 262 Management Principles (5)	☐ CUL 103 Culinary Food Sciences III (8)	**Engineering Technology Classes**	☐ MT 1111 Basic Machine Tech I Lab (9)
☐ BUS 265 Marketing Principles (5)	**Dental Assisting Classes**	☐ ENT 267 AutoCAD I (2)	**Radio Broadcasting Classes**
☐ BUS 267 Marketing Special Projects (5)	☐ DEN 101 Dental Assisting I (8)	☐ ENT 2671 AutoCAD I Lab (1)	☐ RBR 101 Radio Broadcasting I (8)
☐ BUS 272 Organizational Development (3)	☐ DEN 102 Dental Assisting II (8)	**Fire Science Classes**	☐ RBR 102 Radio Broadcasting II (8)
Computer Science Classes	☐ DEN 103 Dental Assisting III (8)	☐ FS 100 Introduction to Fire Science (1)	☐ RBR 103 Radio Broadcasting III (8)
☐ CS 107 Intermediate Word Processing (2)	**Early Childhood Education Classes**	☐ FS 193 Fire Science Independent Study (7)	**Welding Technology Classes**
☐ CS 108 Intermediate Spreadsheets (2)	☐ ECE 101 Issues and Trends in ECE (3)	☐ FS 293 Fire Science Independent Study (7)	☐ WT 101 Oxy-Acetylene Process (1)
☐ CS 123 PC Hardware (5)	☐ ECE 102 Intro to Curriculum (3)	**Health Care/Pre-Nursing Classes**	☐ WT 1011 Oxy-Acetylene Process Lab (3)
☐ CS 127 Windows Configuration (5)	☐ ECE 1021 Early Childhood Curriculum Lab (1)	☐ HIT 147 Medical Terminology (5)	☐ WT 1021 Intro to Shield Metal Arc Welding (10)
☐ CS 207 Word Implementation (5)	☐ ECE 104 Child Guidance and Communication Tech. (3)	☐ NA 100 Nursing Assistant (4)	☐ WT 103 Fundamentals of Major Process and Consumables (5)
☐ CS 208 Advanced Spreadsheets (5)	☐ ECE 113 STARS Basic Training (3)	☐ NA 1001 Nursing Assistant Lab (4)	☐ WT 1031 Advanced Shield Metal Arc Welding (10)

Due: November 30, 2013!

MAIL FORMS TO:

Columbia Basin College
Keeley Gant, Asst. Dean of Enrollment Mgmnt
2600 N 20th Ave (MS-S3)
Pasco, WA 99301

OR FAX TO: (509) 544-2023 *(Attn: Keeley)*

Questions?
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(509) 542-4559