



COLLEGE AND CAREER READINESS OFFICE BUSINESS TECHNOLOGY

Effective Date: 2025-2026 Graduates

Career Technical Education Articulation Agreement Between Career Technical Planning District (CTPD) and Cuyahoga Community College (Tri-C®)

Career Technical Education (CTE) High Schools:

Akron City Schools (Cuyahoga Falls High School)	East Cleveland School District Heights Career Tech Consortium	Medina County Career Center
Bedford City Schools	Lake Shore Compact	Parma City Schools
Cleveland Metropolitan School District	Lorain County JVS	Polaris Career Center
Cuyahoga Valley Career Center	Mayfield Excel TECC	Polaris Satellite
		West Shore Career-Technical

Leading to an Associate Degree at Tri-C:

For the purpose of this agreement, a Career Technical Education (CTE) student is defined as a student who is enrolled in and has completed the designated Career Tech program of study for grades nine through 12. This program of study has been identified and approved by high school and college administrators and business and industry representatives as a curriculum that gives students the academic and technical competencies developed through a Career Field Pathway Content Standards Review Process or similar procedure. This process ensures seamless learning progression of technical and academic skills from high school through college.

TO RECEIVE CREDIT, A STUDENT MUST:

1. Complete the approved Career Tech program and graduate from high school
2. Earn a 2.75 GPA in the approved Tech Prep program
3. Earn a 2.0 cumulative GPA in grades nine through 12
4. Complete a Tri-C application
5. Complete and sign an articulation agreement (a program verifier must sign and submit this agreement)
6. Request an official final high school transcript from their home school
7. Complete steps 1-6 no more than ONE YEAR from high school graduation
8. Review the Career Technical Education guidelines

Completed paperwork should be mailed or emailed to:

Cuyahoga Community College
College and Career Readiness
Office Attn: CTE, MCC 090
2900 Community College Ave.
Cleveland, OH 44115

OR Email: careertech@tri-c.edu

NO CREDIT WILL BE AWARDED UNTIL THE STUDENT MEETS ALL OF THE ABOVE CONDITIONS.

All correspondence regarding Tech Prep eligibility will be sent to the student's Tri-C email.

(PLEASE CHECK REGULARLY)

SPECIFIC COURSES THE STUDENT IS ELIGIBLE TO RECEIVE CREDIT FOR:

COURSE NUMBER	COURSE TITLE	CREDITS
BADM 1020	Introduction to Business	3
BT 1001	Keyboarding	2
BT 1150*	Word for Business Documents	3
BT 1700**	Business Spreadsheets (Excel)	3
BT 2211***	Presentation Software	3
BT 2300 ****	Business Database Systems	3

*Students must submit a copy of the Microsoft Office Specialist (MOS): Excel Associate (Office 2019) certification to the College Career and Readiness office to receive credit.

**Students must submit a copy of the Microsoft Office Specialist (MOS): PowerPoint Associate (Office 2019) certification to the College and Career Readiness office to receive credit.

***Students must submit a copy of the Microsoft Office Specialist (MOS): PowerPoint Associate (Office 2019) certification to the College and Career Readiness office to receive credit.

****Students must submit a copy of the Microsoft Office Specialist (MOS): Access Expert (Office 2019) certification to the College Career and Readiness office to receive credit.

BUSINESS TECHNOLOGY

A student meeting the requirements of this agreement may receive the listed credit to apply toward their associate degree. The maximum Credit for Prior Learning (CPL) a student can receive is 30 semester credits, as stated in the College's CPL policy. Career Technical Education (CTE) credit is considered a form of CPL and will be awarded without cost to the student. *This agreement is subject to the Ohio Department of Higher Education's development of Career and Technical Assurance Guides. Therefore, during the term of this agreement, courses identified as matches by the Ohio Department of Education may not be eligible for credit through CTE but may be eligible through Career and Technical Assurance Guides.*

STUDENT: By signing below, you agree with the following statement: *I do hereby certify that, to the best of my knowledge, the information given in this articulation agreement is complete. Any misrepresentation may be cause for denial of articulated credit. I authorize each high school I have attended to release academic information to Cuyahoga Community College. In accordance with the Family Education Rights and Privacy Act (FERPA), by signing this document, I authorize Cuyahoga Community College to release academic information to high schools, career centers and other agencies.*

Student Name (Print): _____

Tri-C S-Number: _____

Student Phone Number With Area Code: _____

Student Home Address: _____

City: _____ State: _____ ZIP: _____

Student Personal Email: _____

Student Signature: _____ Date: _____

Student Home School Name: _____

Program Verification Signature: _____ Date: _____

High School Career Tech Program Name: _____

TRI-C COLLEGE AND CAREER READINESS OFFICE USE ONLY

AWARD CREDIT

DENY CREDIT

Coordinator, CTE verification signature 1

Director, CTE verification signature 2

Reason for credit denial

DNG Did not graduate

NCG Did not meet cumulative GPA

NTG Did not meet CTE GPA

CDP Did not complete program

DCR Did not complete requirements during agreed period