

BUSINESS TECHNOLOGY

Effective Date: 2025-2026 Graduates

High School Tech Prep Articulation Agreement between Northeast Tech Prep Partnership and Cuyahoga Community College (Tri-C®)

Northeast Tech Prep High Schools:

Akron City Schools (Cuyahoga Falls HS)
Bedford City Schools
Cleveland Metropolitan School District
Cuyahoga Valley Career Center
East Cleveland School District
Heights Consortium
Lake Shore Compact
Lorain County JVS

Mayfield Excel TECC
Medina County Career Center
Parma City Schools
Polaris Career Center
Polaris Career Center
Polaris Satellite
West Shore Career and Technical

Leading to an Associate Degree at Tri-C:

For the purpose of this agreement, a Tech Prep student is defined as a student who is enrolled in and has completed the designated Career Tech program of study for grades 9-12. 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 Technical Content Standards Review Process or similar procedure. This process ensures a 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 high school
2. Earn a 2.75 GPA in the approved Tech Prep program
3. Earn a 2.0 cumulative GPA in grades 9-12
4. Complete a Tri-C application
5. Submit a completed articulation agreement to the Tech Prep office
6. Send an official, final high school transcript to the Tech Prep office
7. Complete steps 1-6 no more than ONE YEAR from high school graduation

Completed paperwork should be sent to:

Cuyahoga Community College
Attn: Tech Prep, MCC 227
2900 Community College Ave.
Cleveland, OH 44115

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 FOR WHICH THE STUDENT IS ELIGIBLE TO RECEIVE CREDIT:

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 certification of 2016 MOS Core Word exam to the Tech Prep office to be awarded credit.

**Students must submit a copy of the Core Excel MOS exam certificate 2016 to the Tech Prep office to be awarded credit.

*** Students must submit a copy of MOS PowerPoint certificate 2016 to the Tech Prep office to be awarded credit.

****Students must submit a copy of the MOS Access certification for 2016 to the Tech Prep office to be awarded credit.

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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. Ohio College Tech Prep 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 Tech Prep but may be eligible through Career and Technical Assurance Guides.*

STUDENT: By signing below, you are agreeing to 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): _____

Student Phone Number with Area Code: _____

Student Home Address: _____

City: _____ State: _____ Zip: _____

Student Personal Email Address: _____

Student Signature: _____ Date: _____

Student Home School Name: _____

Program Verification Signature: _____ Date: _____

High School Career Tech Program Name: _____

TRI-C TECH PREP OFFICE USE ONLY

AWARD CREDIT

DENY CREDIT

Tech Prep verification signature 1

Tech Prep verification signature 2

Reason for credit denial

DNG Did not graduate

NCG Did not meet cumulative GPA

NTG Did not meet Tech Prep GPA

CDP Did not complete program

DCR Did not complete requirements during agreed period