

## WA State Guidelines for High Schools Requesting Articulation

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A request for articulation begins with the high school instructor...

1. **HS instructor completes** a *High School Request for Articulation* form. All information must be complete and appropriate documents attached. All articulation-related forms can be found at: [www.techprepwa.org](http://www.techprepwa.org) (Educators) or requested from the local Tech Prep Consortium Director.
2. **A Copy of the Form is submitted to the high school's CTE director** (ensures the CTE director is aware of the request and is supportive of the process).
3. **CTE director or HS instructor sends** the completed form to the local consortium Tech Prep Director requesting articulation be approved and/or developed.
4. If the articulation is currently **available at the local consortium level**, then approval process follows all internal articulation development steps. The local Tech Prep Director will work with the high school instructor and CTE director as well as college faculty to complete the articulation process.

If articulation is not available through your local consortium the process continues...

5. If articulation is **not available locally**, the Tech Prep Director will contact other consortia where best match of competencies exists, keeping within the same regional area if possible.
6. If "out of consortium" TP Director agrees to facilitate an articulation, then **contact information is sent** to the person who initiated the original request (teacher or CTE Director). The individual then initiates follow-up with the out of consortium TP Director and begins the articulation process.

### **Internal Tech Prep Office Steps:**

7. Once the articulation is complete, the "out of consortium" Tech Prep Director notifies the "local" TP Director regarding the outcome of the process; for FYI purposes, a copy of the final agreement is sent to the "local" TP Director.
8. The "out of consortium" TP Director then initiates "affiliate" partner status for the new school member (i.e. appropriate signatures on MOA and program articulation agreement, etc.).

To avoid issues related to "double-dipping" for college credit, there is no need to seek multiple articulations for the same high school course:

"If a community or technical college has created an agreement with a high school or skill center to offer college credit for a secondary career and technical education course, **all community and technical colleges shall accept the course for an equal amount of college credit.**" (*Senate Bill 6377, New Section. Sec. 108 – enacted 2008*)