



# What Is the Advanced Technical Credit Program?

**The Advanced Technical Credit Program (ATC)**, also known as statewide articulation, is an advanced placement program for students interested in preparing for college and a technical career that requires postsecondary education.

The program facilitates the use of articulated credit in colleges across the state and streamlines and standardizes the articulation process for students, schools, and colleges. The program consists of four parts.

**The ATC Standard Articulation Agreement** sets common statewide standards for the award of college credit for selected, content-enhanced high school courses. Students who successfully complete statewide-articulated secondary courses, enroll in participating public two-year colleges, and meet the requirements for award of college credit outlined in the Standard Articulation Agreement, are eligible to receive advanced technical credit from a college that offers the corresponding college course(s).

**Technical Course Outcome Profiles** are available for each area of study to provide guidance to teachers of articulated courses. The profiles outline college-level competencies required for success in the next-level college course.

**The ATC Articulated Course Crosswalk** is a resource for schools and colleges, which identifies high school courses included in the Advanced Technical Credit Program and the college equivalent course(s).

Finally, **TEA-Required Staff Development** provides information to teachers of articulated courses on the articulation process, content of college-equivalent courses, and expected levels of student performance.

## Advantages of ATC/Statewide Articulation

- Provides a common core of articulated courses
- Provides a statewide standard for awarding college credit
- Provides a common method to identify articulated courses on high school transcripts
- Saves valuable resources: *time and money*



## **General Information for Colleges The Advanced Technical Credit Program (Statewide Articulation)**

1. The ATC Standard Articulation Agreement is designed for use with high school courses listed in the ATC Articulated Course Crosswalk (see Section II).
2. Local articulation agreements are not required for courses listed in the ATC Articulated Course Crosswalk for participating colleges that offer the corresponding college courses. Local course articulation agreements are required in any other formal articulation process. Tech Prep program agreements (six-year plans) are not the same as course-to-course articulation agreements and may also be required.
3. Any student may request statewide-articulated credit, not just students participating in a formal Tech Prep Program.
4. A college may designate an articulated course as "credit only" or may include articulated courses in a student's cumulative grade point average. Articulated courses may be noted by a letter grade, "credit" or "credit by articulation" on the college transcript.

Articulated courses should not be identified as "Tech Prep" courses on the college transcript even if the articulated courses are part of a state-approved Tech Prep program.

5. Tech Prep students may earn college technical credit through: 1) dual credit; 2) statewide articulation; and/or 3) local articulation.
6. A college may not charge tuition or fees for the award of articulated credit hours, although a college may charge a nominal administrative fee to transcript articulated credit.
7. A college may charge a nominal fee for challenge exams used to award ACGM (academic) credit to students eligible for articulated credit for a ACGM-equivalent WECM course.

## Criteria for Award of College Credit Standard Articulation Agreement

1. The student completes the ATC statewide-articulated course with a grade of 80 (3.0) or better. If multiple courses and/or prerequisite courses are required in the ATC Articulated Course Crosswalk, a student must also complete each of these courses with a grade of 80 (3.0) or better.
2. The student enrolls in a participating college within 15 months of high school graduation. *A college may extend this deadline.*
3. **Effective January 5, 2004**, articulated credit should be awarded by the college on enrollment; however, a college may require a student to successfully earn six (6) hours of non-developmental college credit in any subject area.  
  
These hours may be satisfied before high school graduation by dual credit or by qualifying scores on College Board Advanced Placement (AP) and/or CLEP examinations.
4. The college-equivalent course or courses should apply to the student's declared major and degree plan.

### Which high school courses are ATC statewide-articulated?

- Statewide-articulated high school courses are listed in the ATC Articulated Course Crosswalk (see Section II).
- Most statewide-articulated courses are equal to one or more high school credits. In some instances, two ½ credit high school courses are required for college equivalence. These are noted in the ATC Course Crosswalk.

### How are articulated high school courses recognized?

- ATC statewide-articulated courses (which are content-enhanced) are identified by a course abbreviation that ends in "-TP."
- The notation ":A" should also appear after the course abbreviation, identifying a course as articulated, either statewide or local.

An example of an ATC articulated course as it correctly appears on a high school transcript is: **ECAD-TP:A.**

# How to Evaluate ATC Statewide-Articulated Courses for College Credit Award

## STEP 1:

### IDENTIFY ARTICULATED COURSES: Are they Statewide (ATC) or Local?

**Check the student's high school transcript.** There are two types of articulated courses that may be on a high school transcript, ATC statewide-articulated courses and locally articulated courses. A student's transcript may have both.

The college determines eligibility for college credit award based on the terms of the applicable articulation agreement, either the ATC Standard Articulation Agreement or the local agreement.

1. **ATC Statewide-Articulated Courses**\* are listed in the ATC Articulated Course Crosswalk and terms for award of college credit are outlined in the ATC Standard Articulation Agreement (see Section II).

**ATC statewide-articulated courses have unique course abbreviations that identify them as statewide. These courses are readily identifiable on the high school transcript because they include the letters "-TP" which stand for "technical placement."**

Use of these course abbreviations by a school district indicates that the course content is enhanced to meet college expectations and that the high school teacher has received a certificate of eligibility to teach the ATC statewide-articulated course.

***ATC course numbers may also be used by school districts for high school courses covered under local agreements.***

School districts participating in the ATC Program began using these unique course numbers in the 2002-2003 school year. Because these new abbreviations for statewide-articulated courses are being phased in, colleges should honor courses using the regular course abbreviation (no "-TP") and identified with the "A" code on the transcript for at least 15 months after high school graduation May 2002.

#### **Example 1 - School year 2001-2002 and before**

HS Course name	Business Computer Programming I
Course number	ADVBCP1:A
WECM equivalent	Introduction to Computer Programming
Terms for award	ATC Standard Articulation Agreement

#### **Example 2 - School year 2001-2002 and after**

HS Course name	Business Computer Programming I
Course number	<b>BCP1-TP:A</b>
WECM equivalent	Introduction to Computer Programming
Terms for award	ATC Standard Articulation Agreement

2. **Locally Articulated Courses**\* are not listed in the ATC Articulated Course Crosswalk and terms for award of college credit are covered by individual articulation agreements. The course should be noted with an "A" code on the high school transcript and high schools should also list the participating college and college course equivalent on the back of the transcript.

**Example - School years covered by the local agreement**

HS Course name	Semiconductor electronics technology
Course number	SE:A
College equivalent	See back of HS transcript
Terms for award	Local Articulation Agreement

\* *Both types of articulated courses should be noted on the high school transcript with the "A" special explanation code, but schools often fail to use this code making it more difficult to identify locally articulated courses.*

## STEP 2:

### EVALUATE STUDENT ELIGIBILITY FOR AWARD OF COLLEGE CREDIT

**1. Verify the student's grade.**

In order to receive college credit for an ATC statewide-articulated course, the student must earn a minimum grade of 80 (3.0 or higher) in the course.

**2. Determine student standing.**

To receive college credit for an ATC statewide-articulated course, the student should complete the course as a junior (grade 11) or senior (grade 12).

If the course is part of an ATC-designated course sequence, to receive college credit the final course in the sequence should be taken as a high school junior or senior. *A college may elect to award credit for a course taken in grades 9 and 10.*

**3. Verify completion of course sequences and prerequisites, if any, required for statewide articulation.**

In some cases, a student must complete more than one high school course to receive college credit under statewide articulation. These situations are identified in the ATC Articulated Course Crosswalk. To receive college credit, the student must earn a minimum grade of 80 (3.0 or higher) in all courses in a required sequence.

**4. Ensure that the student has enrolled within required time limitations.**

The student should enroll in a public two-year institution within 15 months of high school graduation. *A college may extend this time line at its discretion.*

**Effective January 5, 2004**, articulated credit should be awarded by the college on enrollment; however, a college may require a student to successfully earn six (6) hours of non-developmental college credit in any subject area. The student may satisfy this requirement after high school graduation, or may satisfy this requirement before graduation by dual credit, or by qualifying AP or CLEP examination scores.

**5. Determine college course equivalency from the list of courses in the ATC Articulated Course Crosswalk.**

Refer to the ATC Articulated Course Crosswalk to determine college course equivalency (Section II). Select a college equivalent course that may be applied to the degree plan declared by the student (courses may be transcribed as electives).

In most instances, ATC statewide-articulated high school courses are equivalent to courses listed in the Workforce Education Course Manual (WECM).

**At its discretion, a college may award academic credit from the Academic Course Guide Manual (ACGM) for content equivalent courses.** In order to meet SACS requirements, it is recommended that a student pass a challenge exam prior to award of academic credit for statewide-articulated courses.

### **Answers to Common Questions**

**1. Must all two-year colleges participate in the ATC program?**

**No.** *Participation in the ATC Program is voluntary at this time.*

**2. Is statewide articulation the same as Tech Prep? Must a student be a Tech Prep program participant to take ATC articulated courses?**

**No.** Although ATC statewide-articulated courses are frequently part of a Tech Prep program, enrollment in ATC statewide-articulated courses is not dependent on participation in a Tech Prep program.

A student can take ATC statewide-articulated courses in order to earn college credit in a college degree program, including a college Tech Prep program, without first participating in Tech Prep in high school.

**3. Who is responsible for verifying that a student has met requirements for award of college credit by articulation?**

It is the responsibility of the college to verify that a student has met terms of the ATC Standard Articulation Agreement for award of college credit.

It is the responsibility of the school district to ensure that course content presented to students meets college-level requirements and that teachers have appropriate credentials and have met staff development requirements.

**4. Can a student get credit for locally articulated courses at colleges other than the one listed in the local articulation agreement?**

**Maybe.** Some colleges honor local articulation agreements executed by other community and technical colleges. Colleges evaluate student requests for award of credit based on individual merit.

# Examples of Student Eligibility for Award of ATC Statewide-Articulated College Credit

## Example 1

A student earns an 80 (3.0) or above in the following ATC statewide-articulated courses:

- **Grade 9 or 10** – Business Computer Information Systems I (BCIS1-TP)
- No other career and technology or ATC statewide-articulated courses are taken.



*The student is not eligible for college credit because the course was taken in grades 9 or 10.*

## Example 2

A student earns an 80 (3.0) or above in the following ATC statewide-articulated courses:

- **Grade 11 or 12** – Business Computer Information Systems I (BCIS1-TP)
- No other career and technology or ATC statewide-articulated courses are taken.



*The student is eligible for college credit for Computer Applications I or Introduction to Computers because the student successfully completed college-level BCIS I-TP in grades 11 or 12.*

*The student should enroll in a participating college within 15 months of graduation and declare a major that includes Computer Applications I or Introduction to Computers.*

## Example 3

A student earns an 80 (3.0) or above in the following ATC statewide-articulated courses:

- **Grade 9 or 10** – BCIS I - Business Computer Information Systems I (BCIS1-TP)
- **Grade 11 or 12** – BCIS II - Business Computer Information Systems II (ABCIS-TP) (BCIS I is a required prerequisite)



*The student is eligible for college credit for Computer Applications I or Introduction to Computers for BCIS I-TP because the student took the last course in an ATC-required sequence (ABCIS-TP) in grades 11 or 12. The student is also eligible for college credit for one of five possible college courses listed in the ATC crosswalk that are equivalent to BCIS II-TP.*

*The student must enroll in a participating college within 15 months of graduation and may need to earn six additional college-level credit hours. Credit will be awarded for courses depending on what courses may be applied to the student's declared college certificate or degree plan.*

**Students are encouraged to verify participation in the Advanced Technical Credit Program by a two-year college and to identify ATC articulated courses that apply to the selected certificate or degree plan.**



## Advanced Technical Credit Program Petition for Award of Advanced Technical Credit

### Instructions for Students

#### Steps for Award of College Credit – Advanced Technical Credit Program

1. Complete ATC articulated course or last course in an ATC- required sequence in grade 11 or 12. Complete all ATC-required prerequisites.
2. Successfully complete ATC articulated high school courses and required prerequisites with a grade of 80 (3.0) or higher.
3. Enroll in a participating two-year college within 15 months after high school graduation. *Your college may extend this deadline.*
4. Declare a college major that includes the equivalent college course(s) in the degree plan.
5. Visit your college advisor or program coordinator and enroll in the next level of courses.
6. *If required by your college*, complete six (6) additional, non-developmental college hours in any subject (includes credit awarded by dual credit and/or qualifying scores on AP or CLEP exams).
7. Petition for award of advanced technical credit. *(Your college may award academic transfer credit for eligible courses if you meet additional requirements, such as a passing grade on a challenge exam).*
8. Verify that articulated courses have been posted to your college transcript.

#### **NOTE TO STUDENTS:**

Contact the college of your choice to verify that they will award advanced technical credit for the courses you plan to take, or have taken, in high school.

***Not all public two-year colleges in Texas participate in the Advanced Technical Credit Program and not all participating colleges offer all courses covered by the ATC Program***



# Advanced Technical Credit Program Petition for Award of Advanced Technical Credit

**Students:** Complete and submit this form with an official high school transcript to a participating public two-year college in Texas within 15 months of graduation.

Student Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

High School/District \_\_\_\_\_

Date of Graduation \_\_\_\_\_

**Graduation Plan**       HS Tech Prep  
 Regular    Recommended    Distinguished

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Record of HS ATC-Articulated Courses. This section to be completed by the college.**

Course Name and Abbreviation	Grade Taken 9, 10, 11 or 12	Course Grade	College Course Equivalent <input type="checkbox"/> WECM <input type="checkbox"/> ACGM	Date Transcribed

Declared College Major \_\_\_\_\_

Date of college enrollment \_\_\_\_\_  Date is within 15 months of HS graduation

*Optional* - Student has completed six (6) additional non-developmental college hours in any area. (Indicate if satisfied by Advanced Placement or CLEP examination scores, dual credit or after graduation.)

Advanced Placement or CLEP		College Courses (dual credit or after graduation)	
Course _____	Grade _____	Course _____	Grade _____
Course _____	Grade _____	Course _____	Grade _____

Signature of college official \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Example of ATC Statewide-Articulated Courses That Appear in Two-Year College Programs\*

\*These examples were taken from actual certificate and degree plans from a participating two-year college and are not necessarily representative of options available at all participating colleges.

<b>College AAS Degree Program: Electronics/Computer Information Systems</b>		
<b>High School Course</b>	<b>WECM Equivalent College Course</b>	<b>Credit Hours</b>
Direct Current Electronics (DCE-TP)	DC Circuits CETT 1403	4
Alternating Current Electronics (ACE-TP)	AC Circuits CETT 1405	4
Engineering Computer-Aided Drafting I (ECAD-TP)	Basic Computer-Aided Drafting DFTG 1409	4

<b>College AAS Degree Program: Industrial Instrumentation</b>		
<b>High School Course</b>	<b>WECM Equivalent College Course</b>	<b>Credit Hours</b>
Direct Current Electronics (DCE-TP)	DC Circuits CETT 1403	4
Alternating Current Electronics (ACE-TP)	AC Circuits CETT 1405	4
Computer Applications (CA-TP) or Business Computer Programming I (BCP1-TP)	Introduction to Computers ITSC 1301	3
Principles of Technology I (PT1-TP)	Applied Petrochemical Technology CTEC 1301	3

<b>College AAS Degree Program: Business Technology</b>		
<b>High School Course</b>	<b>WECM Equivalent College Course</b>	<b>Credit Hours</b>
Accounting I (BACCT-TP)	Introduction to Accounting I ACNT 1303	3
Business Management (BMGMT-TP)	Principles of Management BMGT 1303	3

<b>College AAS Degree Program: Business Management</b>		
<b>High School Course</b>	<b>WECM Equivalent College Course</b>	<b>Credit Hours</b>
Business Computer Information Systems I (BCIS1-TP)	Computer Applications I POFI 1301	3
Business Management (BMGMT-TP)	Principles of Management BMGT 1303	3

<b>College AAS Degree Program: Computer Graphics and Multimedia</b>		
<b>High School Course</b>	<b>WECM Equivalent College Course</b>	<b>Credit Hours</b>
Business Computer Information Systems I (BCIS1-TP) and Business Computer Information Systems II (ABCIS-TP)	Digital Publishing I ARTC 1413	4
Word Processing Applications (WDPAP-TP)	Desktop Publishing for the Office POFI 2331	3
Business Image Management and Multimedia (BIM&M-TP)	Introduction to Multimedia IMED 1401	4

<b>College AAS Degree Program: Drafting and Design Technology</b>		
<b>High School Course</b>	<b>WECM Equivalent College Course</b>	<b>Credit Hours</b>
Technical Introduction/Computer-Aided Drafting (TICAD-TP)	Technical Drafting DFTG 1405	4
Engineering Computer-Aided Drafting I (ECAD-TP)	Basic Computer-Aided Drafting DFTG 1409	4
Engineering Computer-Aided Drafting II (ECAD2-TP)	Intermediate Computer-Aided Drafting DFTG 2419	4

<b>College Certificate Program: Cisco Certified Administrator</b>		
<b>High School Course</b>	<b>WECM Equivalent College Course</b>	<b>Credit Hours</b>
Internetworking Technologies I (INNTC1TP)	CCNA 1: Networking Basics ITCC 1402	4
or Networking Essentials (NPLUSCTP)	and CCNA 2: Router and Routing Basics ITCC 1406	4
Internetworking Technologies II (INNT2-TP)	CCNA 3: Switching Basic and Intermediate Routing ITCC 1442	4
	and CCNA 4: WAN Technologies ITCC 1446	4

## Two-Year Colleges Indicating Interest in Participating in the Advanced Technical Credit Program

The following colleges have indicated an interest in participating in the Advanced Technical Credit Program.

Contact individual colleges to verify their participation.

*Not all colleges offer all courses or programs.*

Alamo Community College District <i>Palo Alto College</i>	N. Harris Montgomery Community College District <i>Kingwood College</i>
Alvin Community College	<i>Montgomery College</i>
Angelina College	<i>North Harris College</i>
Austin Community College	<i>Tomball College</i>
Blinn College	Northeast Texas Community College
Brazosport College	Odessa College
Central Texas College	Panola College
Cisco Junior College	Paris Junior College
College of the Mainland	Ranger College
El Paso Community College	San Jacinto College District
Frank Phillips College	South Plains College
Galveston College	South Texas Community College
Grayson County College	Southwest Texas Junior College
Hill College	Temple College
Houston Community College System	Texarkana College
Howard College	Texas Southmost College
Kilgore College	Texas State Technical College
Lamar Institute of Technology	<i>Harlingen</i>
Lamar State College - Orange	<i>Marshall</i>
Lamar State College - Pt. Arthur	<i>Sweetwater</i>
Laredo Community College	<i>Waco</i>
Lee College	Trinity Valley Community College
McLennan Community College	Tyler Junior College
Navarro College	Vernon Regional Junior College
	Weatherford College
	Western Texas College
	Wharton County College

---

**If your local two-year college is not on the above list, contact the college Dean of Technical or Workforce Education for information about their college's participation in the Advanced Technical Credit Program.**



# ANSWERS TO COMMON QUESTIONS The Advanced Technical Credit Program

---

## PARTICIPATION

1. **Must all public schools and/or two-year colleges participate in the Advanced Technical Credit Program (Statewide Articulation)?**

**No.** Participation in the Advanced Technical Credit Program is voluntary.

2. **Must all colleges participating in the ATC Program award credit for any ATC statewide-articulated course a student takes?**

**No.** A participating college awards credit based on the following criteria:

- Student grade of 80 (3.0) or higher) on the high school course, courses in a required sequence, and any required prerequisites;
- Articulated course, or final course in a required sequence, taken with junior or senior standing;
- Enrollment within 15 months of high school graduation; and
- The course(s) may be applied to the college certificate or degree plan.

*NOTE: Colleges may elect to waive one or more of these requirements. Colleges may require completion of six (6) additional non-developmental college credits (credit awarded by dual credit, or qualifying scores on College Board Advanced Placement or CLEP examinations count toward this requirement).*

3. **When do schools and colleges develop local articulation agreements?**

Local articulation agreements are developed for three reasons.

- First, they are developed to provide local articulation options for courses not listed in the ATC Articulated Course Crosswalk.
- Second, they are used to award college credit for statewide-articulated high school courses when the college does not offer the college-equivalent course(s) listed in the ATC Articulated Course Crosswalk.
- Third, they are developed to provide local articulation options for colleges not participating in the Advanced Technical Credit Program.

## **ARTICULATED COURSES**

### **4. How are ATC statewide-articulated courses different than other high school courses with the same course name?**

ATC statewide-articulated courses provide advanced instruction beyond, or in greater depth, than required in the secondary curriculum defined by the Texas Essential Knowledge and Skills (TEKS). College-equivalent outcomes are outlined for each course.

### **5. How does a college recognize ATC statewide-articulated courses?**

ATC statewide-articulated high school courses have unique abbreviations that end in “-TP” making them readily identifiable on a high school transcript. These courses should also be identified with the high school transcript special explanation course code “A” that denotes an articulated course, but schools do not always include this notation.

### **6. How are ATC statewide-articulated and locally articulated courses differentiated on the high school transcript?**

Locally articulated high school course abbreviations do not end in “-TP” and should include on the reverse side of the transcript (local use area) a notation of the participating college(s) and the equivalent college course(s).

### **7. Do ATC statewide-articulated courses apply only to two-year technical degrees?**

Advanced Technical Credit (statewide articulation) is a form of advanced placement that prepares students for college and for technical careers. In most cases, technical credit is awarded from the postsecondary Workforce Education Course Manual (WECM) for statewide-articulated courses.

Under specific circumstances a college may at its discretion award academic credit from the postsecondary Academic Course Guide Manual (ACGM). A student may be required to demonstrate course proficiency by taking an examination.

### **8. Will additional courses be approved for Advanced Technical Credit?**

**Yes.** Additional courses will be added over the next several years. The ATC Articulated Course Crosswalk will be updated as needed.

**9. Who is responsible for verifying that a student has met requirements for award of college credit by articulation?**

It is the responsibility of the college to verify that a student has met terms of the ATC Standard Articulation Agreement for award of college credit.

It is the responsibility of the school district to ensure that course content presented to students meets college-level requirements and that teachers have appropriate credentials and have met staff development requirements.

**10. Can a student get credit for locally articulated courses at colleges other than the one listed in the local articulation agreement?**

Maybe. Some colleges honor local articulation agreements executed by other community and technical colleges. Colleges evaluate student requests for award of credit based on individual merit.

**11. Our college does not participate in the ATC program. Although we have several local articulation agreements with local school districts, some of our schools want to offer ATC statewide-articulated courses to their students. How can we do both?**

Simply use the ATC statewide-articulated high school course abbreviations in the local articulation agreement, as well as the regular high school course abbreviations. Schools that have ATC qualified and trained teachers can then offer the statewide-articulated courses.

For example, if you have a local articulation agreement for Business Computer Programming I with a school that has an ATC qualified and trained teacher, also use the PEIMS course abbreviation BCP1-TP and course code 1203140T in the articulation agreement. Students in the course receive the ATC enhanced instruction.

This way, the local college can give credit under the terms of the local agreement and colleges participating in the ATC Program can give credit for Introduction to Computer Programming I under the terms of the ATC Statewide Articulation Agreement.

**12. Can a high school mix students enrolled in different course numbers in the same classroom?**

Yes, but only under special circumstances.

Dual Credit and ATC Articulated Courses - A class may be composed of students enrolled in an ATC statewide-articulated course and students concurrently enrolled in college for purposes of earning dual credit because all students in the class are receiving college-level instruction.

High School Credit and ATC Articulated Courses - A class may be composed of students enrolled in an ATC statewide-articulated course and students enrolled in the non-articulated course with the same name. In this instance, students enrolled in the statewide-articulated course MUST receive more in-depth instruction and the teacher must be ATC qualified and have participated in required staff development. The unique course abbreviation would only appear on the high school transcript of students receiving enhanced instruction.

### **ATC AND TECH PREP PROGRAMS**

**13. Is the Advanced Technical Credit Program (statewide articulation) the same as Tech Prep? Must a student be a Tech Prep program participant to take ATC statewide-articulated courses?**

No. Although ATC statewide-articulated courses are frequently part of a Tech Prep program, enrollment in a statewide-articulated course is not dependent on participation in a Tech Prep program.

**14. If a college is participating in the Advanced Technical Credit Program and Tech Prep, must it continue to have Tech Prep program articulation agreements?**

Yes. Tech Prep programs require program-level articulation agreements, or six-year graduation plans, that outline the seamless high school and college curriculum. A Tech Prep program may include ATC statewide-articulated courses, courses that are subject to a local articulation agreement, and/or dual credit technical courses.

**15. Is articulation the only way a Tech Prep student can earn college credit while in high school?**

No. A participant in a Tech Prep program may earn college credit by:

- a. Content-enhanced articulated courses (ATC statewide and local);
- b. Dual academic and/or technical credit (by concurrent enrollment); and/or
- c. College Board Advanced Placement (AP)

The definition of a Tech Prep program is outlined by the Texas Higher Education Coordinating Board in the Guidelines for Instructional Programs in Workforce Education (GIPWE), Part II.

## **TEACHER QUALIFICATIONS**

### **16. What qualifications must high school teachers possess in order to teach ATC statewide-articulated courses?**

Courses articulated in the Advanced Technical Credit Program are designed for award of technical credit for courses in the postsecondary Workforce Education Course Manual (WECM).

Consequently, a high school teacher must meet requirements outlined by the Southern Association of Colleges and Schools, Commission on Colleges and by the Texas Higher Education Coordinating Board in the Guidelines for Instructional Programs in Workforce Education (GIPWE).

**Teacher qualifications effective March 8, 2004, are outlined on p. 18.**

For award of academic transfer credit for courses in the postsecondary Academic Course Guide Manual (ACGM), these qualifications include a master's degree and 18 semester credit hours in the subject area. A student enrolled in a course where the teacher does not possess these qualifications may take a challenge exam for award of college credit in lieu of this requirement.

### **17. What staff development is required by TEA before a teacher can teach ATC statewide-articulated courses?**

A high school teacher that meets the faculty qualifications listed above must also complete a training program that must be repeated every three years. The training program consists of:

- Part I – general information on articulation and Tech Prep programs; and
- Part II – specific instruction provided by college faculty on course content enhancement that is required to meet college-level competence.

### **18. If a teacher has completed Part I and Part II of state-approved ATC teacher training, what courses can he/she teach?**

A teacher can teach only the courses listed on the official Certificate of Eligibility provided by the Advanced Technical Credit Program office. Lists of trained teachers and the courses they are approved to teach are provided to school districts each school year. A data base of all teachers is maintained by the ATC state office located in the College of Education at Stephen F. Austin State University.

# Advanced Technical Credit Program Teacher Qualifications *Effective March 8, 2004*

## CERTIFIED TEACHERS

For teachers with state teacher certification in the teaching discipline:

Baccalaureate degree or higher in the teaching discipline:

- Transcripts are on file with the agency recommending teacher certification.

Associate degree and demonstrated competencies in the teaching discipline:

- Transcripts are on file with the agency recommending teacher certification; and
- Record of a minimum of two years of related work experience is on file with the agency recommending teacher certification.

**NOTE: Certified teachers with an unrelated baccalaureate degree but with 18 or more SCH in the teaching discipline will be treated as non-certified teachers for screening purposes.**

## NON-CERTIFIED TEACHERS

For teachers without state teacher certification in the teaching discipline:

Baccalaureate degree or higher in the teaching discipline:

- Transcripts are on file with and discipline verified by the state ATC office.

Unrelated baccalaureate degree or higher with 18 or more SCH in the teaching discipline:

- Transcripts are on file with, and degree and hours verified by, the state ATC office; and
- Letters from employers, or a notarized statement, demonstrating a minimum of two years of related work experience are on file with and verified by the state ATC office.

Associate degree and demonstrated competencies in the teaching discipline:

- Transcripts are on file with, and degree verified by, the state ATC office; and
- Letters from employers, or a notarized statement, demonstrating a minimum of two years of related work experience are on file with and verified by the state ATC office.

**For more information, refer to: [www.atcTexas.org](http://www.atcTexas.org)**

**SITUATION**

Our college has elected to participate in the Advanced Technical Credit Program, but our college’s Marketing and Management Program doesn’t offer any of the related courses that are listed in the ATC Articulated Course Crosswalk.

**How do we address this situation?**

Because the college doesn’t offer the courses listed in the ATC Crosswalk, the college may elect to award credit through a local articulation agreement for college courses that they do offer with comparable content.

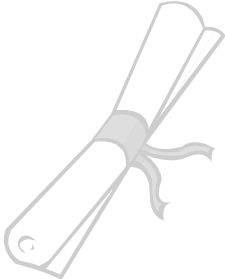
**SITUATION**

Our college has elected to not participate in the Advanced Technical Credit Program; however, we have several local articulation agreements with regional school districts. For example, one of our agreements is for the high school courses Business Computer Information Systems I (BEGBCIS1) and Business Computer Information Systems II (BCIS2CP).

A student has requested award of credit under this local agreement for the ATC articulated courses Business Computer Information Systems I (BCIS1-TP) and Business Computer Information Systems II (ACIS-TP).

**How do we address this situation?**

Use of an ATC statewide-articulated course number should not affect credit award. Because content-enhanced ATC statewide-articulated courses are based on the same secondary curriculum as the non-statewide-articulated versions of these courses, the college should honor these course numbers in the local agreement.





## SITUATION

Occasionally we have students who are eligible to receive ATC statewide-articulated credit, but want to repeat the course at the college to improve their grade point average (GPA).

### **How do we address this situation?**

Students may elect to repeat courses for any reason that conforms to college policy.



## SITUATION

Our college is participating in the Advanced Technical Credit Program, but has a local articulation agreement that articulates Introduction to Computers (COSC 1400) for Business Computer Information Systems I (BEGBCIS1) because we don't offer Computer Applications I (POFI 1301).

### **Can this college course be added to the ATC Articulated Course Crosswalk?**

No. Introduction to Computers (COSC 1400) cannot be added to the ATC Crosswalk because it is a course found in the Academic Course Guide Manual (ACGM) rather than the Workforce Education Course Manual (WECM). A college may elect to offer credit for an academic transfer course and to decide if a student should pass a challenge exam before credit is awarded.



## SITUATION

Our local school district does not have a high school teacher in Automotive Technology with the credentials required to teach ATC statewide-articulated courses, but our faculty are confident that that teacher is competent to teach the course to college standards even though he does not have an associate degree in automotive technology.

### **Is it possible to articulate locally with the district?**

A college may elect to enter into a local articulation agreement with a school district that does not have a teacher with the credentials required to teach ATC statewide-articulated courses, which include a minimum of an associate degree in a field directly related to the course.

## **Advanced Technical Credit Program Information Essential to Community, Technical, and State Colleges**

---

The Advanced Technical Credit Program is a joint initiative of the Texas Higher Education Coordinating Board and the Texas Education Agency that is designed to increase collegiate options and opportunities for students while maximizing resources and minimizing duplication of effort. The program addresses the Texas Higher Education Plan, Closing the Gaps, goals for participation and success, including development of coordinated P-16 programs of study and processes for seamless student transitions.

The Advanced Technical Credit (ATC) Program is an advanced placement process for students enrolling in postsecondary workforce education programs. The program provides high school students with a method to “start a college technical major in high school.” Public high schools in Texas have the option to offer content-enhanced courses that provide instruction equivalent to courses listed in the Workforce Education Course Manual (WECM). Students meeting criteria outlined in the ATC standard articulation agreement are eligible to receive credit for the corresponding college course(s) listed in the course crosswalk from any college offering the corresponding WECM course(s) and participating in the program.

ATC is specifically designed to address issues related to quality control of instruction, including documentation of high school faculty qualifications and methods for continuous review and evaluation of the articulation process. Key components of the program that address issues related to institutional effectiveness and accreditation criteria are outlined below.

- **Course content and identification** – Secondary courses approved for statewide articulation are identified with unique course numbers and abbreviations assigned by TEA. Course abbreviations are readily identified on the high school transcript (AAR), indicating course content that is enhanced to meet postsecondary requirements. The unique course rubrics provide a method to track enrollment in statewide-articulated courses and to evaluate the effectiveness of the statewide articulation process. College course outcome profiles are available for each ATC course.
- **Standard Articulation Agreement** – Criteria for award of college credit outlined in the standard agreement include: 1) minimum grade of 80 on all courses in a ATC-required course sequence; 2) junior/senior status for the course(s), or last course in a ATC-required sequence; 3) enrollment in a participating college within 15 months of high school graduation and declaration of a related technical major; and 5) articulated course(s) apply to the degree plan.
- **Faculty qualifications** – High school teachers of statewide-articulated courses must meet minimum criteria required for college faculty teaching WECM courses in AAS degree programs. Although a minimum of an associate degree in a field directly related to the teaching area is required, most career and technology certified teachers hold a minimum of a baccalaureate degree in a related field with related work experience.
- **Staff development** – High school teachers of statewide-articulated courses must complete a TEA-required professional development program that includes instruction on collegiate course content delivered by subject-specific college faculty. Educational credentials and work history are recorded and entered on a statewide database. Qualified teachers receive a certificate of eligibility allowing them to teach specific statewide-articulated courses. Training must be repeated every three years.
- **Continuous review** – Courses designated for statewide articulation are subject to periodic review by state-level alignment committees. A statewide leadership committee, in coordination with the WECM leadership and maintenance project, will provide oversight, guidance, and a mechanism for continuous review and improvement of the statewide articulation process.