



*Advances in technology have changed the workplace in a dramatic way. Students graduating from high school need highly technical skills to be competitive in the job market – and up to 85% of all jobs will require at least two years of education beyond high school.*

## **Tech Prep Legislation**

Tech Prep is a federal education initiative described and funded by the Carl D. Perkins Vocational and Technical Education Act. Initially authorized in 1990, the Tech Prep Education Act was reauthorized as part of the Carl D. Perkins Career and Technical Education Act of 2006. In 1998, the Texas State Legislature passed HB 2401, which describes Tech Prep in Texas.

Tech Prep legislation calls for the development of articulated secondary and postsecondary programs of study to address the need for highly skilled two-year college graduates. State legislation effective May 2003 (HB 242) allows a district to grant an Award of Distinguished Achievement in Career and Technology to students who complete a Tech Prep high school program and to place a seal on the high school diploma indicating receipt of the award.

Texas has 26 regional consortia across the state that provide Tech Prep program development and related services to all school districts and two-year colleges in the state. Federal funds flow to consortia of schools and colleges from the Texas Higher Education Coordinating Board in partnership with the Texas Education Agency.

### **Tech Prep includes the following key components:**

- Six-year educational plans composed of secondary programs of study articulated with technical programs at two-year colleges;
- Academic and technical concepts taught in context;
- Career guidance and counseling;
- Joint staff development activities for secondary and postsecondary teachers, counselors and administrators;
- Joint state agency approval process for Tech Prep programs (six-year plans); and
- A high school transcript code for articulated courses (letter "A") and a PEIMS code to identify secondary students electing to participate in Tech Prep programs.

## Tech Prep Programs

Tech Prep programs prepare today's youth for high-demand technical careers by offering a focused, sequenced program of secondary and postsecondary study consisting of a four-year high school graduation plan, based on the Recommended High School Program, and a two-year associate of applied science (AAS) degree plan (or two-year postsecondary apprenticeship program).

Known as six-year plans (4+2), Tech Prep educational plans also may include provisions for continuation for a baccalaureate degree (4+2+2) and/or enhanced opportunities in military service.

The six-year program of study is supported by career guidance and counseling and teacher and counselor staff development activities to help ensure success of Tech Prep program participants.

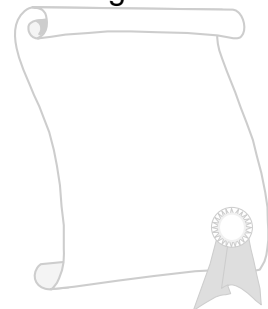
Tech Prep programs are developed jointly by participating high schools and colleges and are approved by the Texas Education Agency and the Texas Higher Education Coordinating Board.

## Program and Course Articulation

A key component of Tech Prep is **program articulation**, which is a planned process linking educational institutions and educational experiences to assist students in making a smooth transition from one level of education to another without experiencing delays or duplication in learning.

A **program articulation agreement** is a signed document that indicates the specific responsibilities of the secondary school, the postsecondary institution, and the student. The agreement also includes an outline of a recommended high school graduation plan that leads to a two-year degree, two-year certificate, or two-year apprenticeship (six-year plan).

Within articulated Tech Prep programs are **articulated courses**, high school courses that contain the same course content as an equivalent college course, and for which a postsecondary institution has agreed to award college credit if the student meets requirements outlined in the course articulation agreement, either through the Advanced Technical Credit Program (Statewide Articulation) or in a local articulation agreement. **Dual credit** technical courses are also found in many Tech Prep programs, offering an alternate method to earn college technical while in high school.



**What options are available to high school Tech Prep program participants after high school graduation?**

**Tech Prep** in secondary schools is a college-preparatory program for technical careers that prepares high school participants for success in college and begins preparation for a career. Tech Prep provides:

- A head start in a two-year associate of applied science degree or apprenticeship program;
- A solid basis for baccalaureate study; and
- The ability to apply technical skills for immediate entry-level employment after high school while also attending college.

**How are Tech Prep programs different from other career and technology programs?**

The main difference is that all Tech Prep programs are college-preparatory, designed to prepare students to continue in a related program of study at a two-year college. Tech Prep high school course sequences prepare students for continuation in many related postsecondary Tech Prep associate of applied science degree programs.

*Tech Prep is College Prep for Technical Careers.*

Other career and technology course sequences may prepare students for college or may prepare students to enter the work force or the military after high school graduation.

**Tech Prep and High School Graduation Plans**

<i>Graduation Plan</i>	<b>Minimum Program</b>	<b>Recommended HS Program (RHSP)**</b>	<b>Distinguished Achievement Program (DAP)**</b>
<b>Tech Prep</b>	Not recommended	Recommended  A Tech Prep student should complete as many courses in the RHSP as possible.	Encouraged  Tech Prep articulated courses* with a grade of 3.0 or higher count as DAP advanced measures.

\*ATC statewide-articulated courses may be academic (for example, Principles of Technology) or technical (Career and Technology courses). In specific instances, colleges may award academic transfer credit for ATC statewide-articulated courses.

\*\*Tech Prep students completing the RHSP or DAP also meet criteria for recognition as a Texas Scholar and/or receive a local Award of Distinguished Achievement in Career and Technology.

# Why Participate in College Tech Prep?

## Benefits to Students

- Combines college preparation with technical skills learned in a coherent sequence of career and technology courses
- Advanced placement through articulation saves time and money
- High school is more interesting because students can relate school to a future career
- College is more interesting because students take more advanced-level courses
- Students can graduate from college AAS degree programs ahead of schedule
- Students have additional options for DAP advanced measures
- Many technical careers offer high-paying, introductory level employment opportunities
- Students have a marketable skill when they graduate from high school they can use while they complete an associate and/or baccalaureate degree, and beyond



## Benefits to Schools

- Provides incentives for students to participate in the Recommended and Distinguished Achievement high school programs
- Students have additional options for DAP advanced measures
- Schools receive additional federal funding for students participating in career and technology coherent sequences, including Tech Prep
- Provides college-preparatory options for students interested in technical careers
- Increases student motivation, resulting in higher achievement, higher attendance, lower dropout rates, higher graduation rates, and increased postsecondary matriculation

# Who is a Secondary Tech Prep Student?

The Tech Prep high school graduation plan is based on the Recommended High School Program (RHSP) in order to prepare students to continue in a college program that leads to a minimum of a two-year postsecondary degree (or apprenticeship license).

A Tech Prep student's high school graduation plan includes a coherent sequence of two (2) or more career and technology courses for three (3) or more credits. At least one career and technology course must be eligible for college credit through articulation (local or statewide) or dual credit by concurrent enrollment.

## **Tech Prep Secondary Student**

A student who has indicated that he or she intends to follow an approved Tech Prep high school graduation plan articulated with a postsecondary program, and is participating in classes within the pathway. The plan includes a coherent sequence of two (2) or more career and technology courses for three (3) or more credits.

The student may or may not be receiving college credit for courses taught during a specific semester, but will generally receive college credit for at least one content-enhanced career and technology course taken during high school.

A student does not need to take all courses in the approved plan to be considered a secondary Tech Prep student. This student is coded C/T PEIMS code 3 each year as long as the student maintains intent to participate in the program, demonstrated by the student's high school graduation plan.

## **Tech Prep Course Participant**

A student that is taking a course that is part of an approved Tech Prep educational plan, but indicates no intent to graduate under a Tech Prep high school graduation plan and will not complete a significant portion of a Tech Prep plan. This student is coded C/T PEIMS code 1 or 2 each year as long as the student has no intent to participate in a Tech Prep plan.

# Who is a College Tech Prep Student?

A college Tech Prep student is one who participated in a high school Tech Prep program and elects to continue in a related program at a college or university. A student does not need to take all courses in the approved high school plan to be considered a secondary or college Tech Prep student.



**In many cases, the only way to identify a high school Tech Prep student entering college is by the presence of articulated and/or dual credit technical (WECM) courses on the high school transcript.**

## Tech Prep Postsecondary Student

A Tech Prep postsecondary student is one who participated in the secondary portion of an approved Tech Prep educational plan and is enrolled in an approved Tech Prep postsecondary program. The student may or may not have completed all of the prerequisite secondary courses but should have completed a majority of the plan. The student may be eligible to receive articulated college credit or has completed dual credit WECM courses.

## Tech Prep Program Completer

A student who has participated in both the secondary and postsecondary portions of an approved Tech Prep educational plan and has received an appropriate postsecondary two-year certificate, degree, or apprenticeship license. A successful completer will continue his or her education toward a baccalaureate degree and/or beyond, find employment in an appropriate career field, and/or enter military service.

## **Must a student complete all courses in a Tech Prep high school graduation plan to be a Tech Prep student or to continue in a postsecondary Tech Prep program?**

**No.** A student does not need to take all courses in an approved secondary plan to be considered a Tech Prep student, but should take a majority of the plan, including courses eligible for college credit.

Although students are encouraged to take as many courses in the Recommended High School Program as possible, they are not required to complete the program to be a Tech Prep student.

In many cases, the only way to identify a Tech Prep high school program participant is by the presence of articulated courses on the high school transcript and/or completion of dual credit WECM courses.

## When is a Tech Prep student identified by the college?

Tech Prep students are identified:

- Upon application to the college, by declaring on the application form in the designated area that they participated in Tech Prep in high school;
- During registration, when college personnel examine the high school transcript (AAR) for ATC statewide-and locally articulated courses and dual credit technical courses; and/or
- Upon receipt of a Petition for Articulated Credit form from a student.

## Postsecondary Coding Participation in Tech Prep Programs

Community, technical, and state colleges provide information to the Texas Higher Education Coordinating Board on a student's participation in a technical program, including state-approved College Tech Prep AAS degree programs. This information on students helps the Coordinating Board meet federal reporting requirements.

Data elements that are important to College Tech Prep programs are included in the CBM001.

### CBM001

The CTC Student Report (CBM001) includes all students enrolled in the institution on the official census date for each semester and shows how many students have declared a College Tech Prep program major.

Item #13C Type Major. Enter the code which represents the primary major:

1. Academic
2. Technical
3. Tech-Prep

NOTE: The Tech-Prep declared major definition requires that students must declare themselves as specific Tech-Prep majors who have matriculated from a high school Tech-Prep program; course enrollment alone in Tech-Prep courses is not sufficient to identify students as Tech-Prep majors.

A student in a BAT program is to be reported as an academic major.

NOTE: The College Tech Prep declared major definition requires that students must declare themselves as majors in approved College Tech Prep programs who have matriculated from a high school program; course enrollment alone in courses associated with Tech Prep programs is not sufficient to identify students as Tech Prep majors.

(NOTE: Declaration may include requests for articulated credit award or prior completion of a dual credit technical course.)



**SCENARIO 1**

A student registered at our college for the fall semester and is requesting articulated credit for the high school course Business Computer Information Systems II (ABCIS-TP). The student completed the course in grade 11 and made a course grade of 92. The equivalent college course offered by our college, Computer Applications II (POFI 1341), or Integrated Software Applications I (ITSC 1309) is part of the student's declared technical degree plan, which is an approved Tech Prep technical program.

**How should this student be reported?**

Even if the student did not indicate on the college admissions form that they were a Tech Prep student in high school you may assume that the student is Tech Prep because the student is requesting award of technical credit for an ATC statewide-articulated course and is continuing in an approved Tech Prep program. Report the student as Tech Prep.

The student would be reported on the fall CBM001 as a College Tech Prep major.



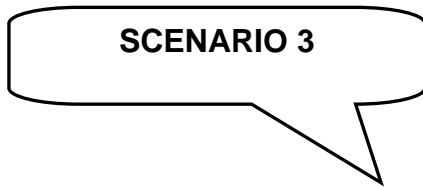
**SCENARIO 2**

A high school student completed a dual credit technical course, Crime in America (CJSA 1312), in their senior year while concurrently enrolled in our college and the course appears on the student's college transcript. The student has now enrolled in the college in the fall semester in the Criminal Justice Tech Prep program.

**Is this student a College Tech Prep student?**

Yes, even if the student did not indicate on the college admissions form that they were a Tech Prep student in high school you may assume that the student is Tech Prep because the student has completed a dual credit technical course and is continuing in a related technical program.

The student would be reported on the fall CBM001 as a Tech Prep major.



**SCENARIO 3**

A student enrolled in our college in the summer session and declared on our admissions form that they are a College Tech Prep student. They are now a declared major in the fall semester in an approved Tech Prep program. The student has not requested articulated credit and has not completed a dual credit technical course.

**How should this student be reported?**

Even if the student has not requested articulated credit or completed a dual credit technical course, the student declared that he or she is a Tech Prep student and is enrolled in an approved Tech Prep program.

The student would be reported on the fall CBM001 as a Tech Prep major.



**SCENARIO 4**

A student registered at our college for the summer semester and requested articulated credit for the high school course Internetworking Technologies I (INNT1-TP), which is articulated with a college WECM course. The student completed the course in grade 12 and made a course grade of 83. The student declared an approved College Tech Prep technical major, but did not enroll in our college in the fall.

**Is this a Tech Prep student?**

Yes, the student is College Tech Prep because the student is requesting award of technical credit for an ATC statewide-articulated course and is continuing in an approved Tech Prep program. The student would be reported on the summer CBM001 as a College Tech Prep major.

**Tech Prep Six-Year Plan  
Career Clusters - Business, Management, & Administration**

Consortium: Gulf Coast  
Program: Professional Office Technology

ISD:  
College: Lone Star College System — All campuses

HIGH SCHOOL					COLLEGE				
Subject	Freshman	Sophomore	Junior	Senior	Freshman			Sophomore	
ENGLISH	English I	English II	English III	English IV	<b>ITSC 1401 Intro Computers</b> OR COSC 1401 Microcomp Apps	BMGT 1309 Info & Project Mgmt	SPCH 1: Speech Elective	POFT 2: 2380 Coop Edu. <b>OR</b> POFT 2386 Internship-Admin. Asst.	POFT 2380 Coop Ed I General <b>OR</b> POFT 2381 Coop Ed II General
MATH	Algebra I	Geometry	Algebra II	4th math (freshman 0708)	<b>POFT 1329 Keyboarding &amp; Doc. Formatting</b>	<b>POFT 1309 Admin Office Procedures I</b>	<b>ACNT 1303 Intro to Accounting I</b>	Elective <sup>3</sup> Humanities/Fine Arts	ITSW 1407 Intro to Databases
SCIENCE	Biology	Chemistry	Physics	4th science (freshman 0708)		POFT 1301 Business English	POFT 1325 Business Math & Machine Apps	ENGL 1301 Composition & Rhetoric I	Elective <sup>3</sup> Social/ Behavioral Science
HUMANITIES	World Geography	World History	U.S. History	Government/ Economics		<b>ITSW 1301 Intro to Word Processing</b> <b>OR</b> POFT 2301 Document Format & Skill Building	POFT 2331 Administrative Systems	ACNT 1311 Intro to Computerized Acct.	ITSC 1313 Internet/Web Pg Dev <b>OR</b> IMED 1316 Web Pg Design I
PHYSICAL EDUCATION/ HEALTH	Physical Education	Physical Education & Health					ITSW 1404 Intro to Spreadsheets	MRKG 1301 Customer Relations	Elective Math*/ Natural Science
OTHER	Foreign Language I	Foreign Language II	Speech						KINE Physical Activity
FINE ARTS			Elective						
TECHNOLOGY APPLICATIONS	<b>Keyboarding 12011500 Local only (POFT 1329)*</b>								
TECH PREP COURSES	<b>Word Processing Applications 1202280T ½ - 1 (ITSW 1301)*</b>	<b>Accounting I 1202210T (ACNT 1303)*</b>	<b>BCISI 1201120T OR Computer Applications 1234147T (ITSC 1401)*</b>	<b>Administrative Procedures Career Prep 1209910T 2-3 (POFT 1309)*</b>	TOTAL Credit Hours for Professional Office Technology, AAS.....67-68				
<b>Optional articulated credits: 16</b>									

<sup>1</sup> Choose from SPCH 1315, 1318, 1321  
<sup>2</sup> Capstone course (course selected for second year, first semester must be different than course used to meet second year, second semester must be different than course used to meet second year, second semester)  
<sup>3</sup> Must meet multicultural requirement  
 \* Student must meet math competency.  
 Locally articulated course  
 ATC (statewide articulated) course

LSCS Contact: Christina Todd	Telephone: 832/813-6628
ISD Contact:	Telephone: 832/813-6779
Tech Prep Contact: Courtney Powell	Telephone: 832/813-6779

# Understanding PEIMS Coding

## Participation in Career and Technology Courses and Programs

During the fall PEIMS submission each year, a school provides information to the Texas Education Agency on a student's level of participation in career and technology programs, or coherent sequences of career and technology courses.

This information helps determine the allocation of federal Carl D. Perkins funds to school districts and helps TEA meet federal reporting requirements. Participation in career and technology education is reported in the PEIMS Student Data Record 110 and is based on Code Table C142. This coding system has four options (0, 1, 2, or 3), which are described below.

C142	CAREER-AND-TECHNOLOGY-ED-IND-CD	Date Issued 3/3/93	Date Updated 3/1/01
0	Not enrolled in a career and technology course		
1	Enrolled in a career and technology course  A student <b><i>who</i></b> is taking a career and technology education course, but the student's 4-year plan of study does not outline a coherent sequence of courses in career and technology education.		
<p><b>The following codes are for students who on the fall snapshot date: (a) have a 4-year plan to take a coherent sequence of courses in career and technology education, and (b) are enrolled in or have completed a semester of career and technology course(s), which are part of their career and technology coherent sequence of courses. If a student's 4-year plan changes, then the student could go from a code 2 or 3 to a 0 or 1 in a subsequent school year.</b></p>			
2	Participant in a coherent sequence of courses program  A student who is enrolled in a sequential course of study, which develops occupational knowledge, skills, and competencies relating to a career concentration. The student should have a 4-year plan of study to take 2 or more career and technology education courses for 3 or more credits.		
3	Participant in Tech Prep program  A student in grades 9-12 who follows a state approved Tech Prep high school plan of study leading to postsecondary education and training. The student should have a 4-year secondary plan of study that includes 2 or more career and technology education courses for 3 or more credits. The plan must provide at least one option for articulated and/or concurrent credit at the postsecondary level.		

# What is a Tech Prep Consortium?

A Tech Prep consortium is a collaboration of educational entities, which work together in coordination with business and industry to implement Tech Prep programs. Tech Prep consortia are established under the federal Tech Prep Education Act and the Texas Education Code, Chapter 61, Subchapter T.

There are 26 consortia in Texas funded with federal Carl D. Perkins Tech Prep Education funds.

Responsibilities of Tech Prep consortia include:

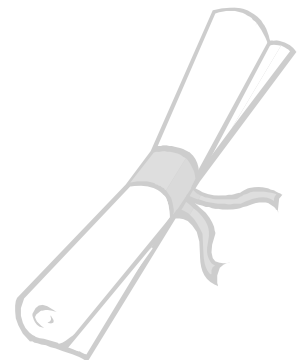
- Creation of a long-term strategic plan that addresses goals, objectives, activities, and evaluation criteria that support state and federal goals for Tech Prep;
- Maintenance and reporting of consortium activities and budgetary expenditures; and
- Institution of policies designed to ensure that every school district, public two-year college, and university in the consortium service area has the opportunity to develop Tech Prep programs.

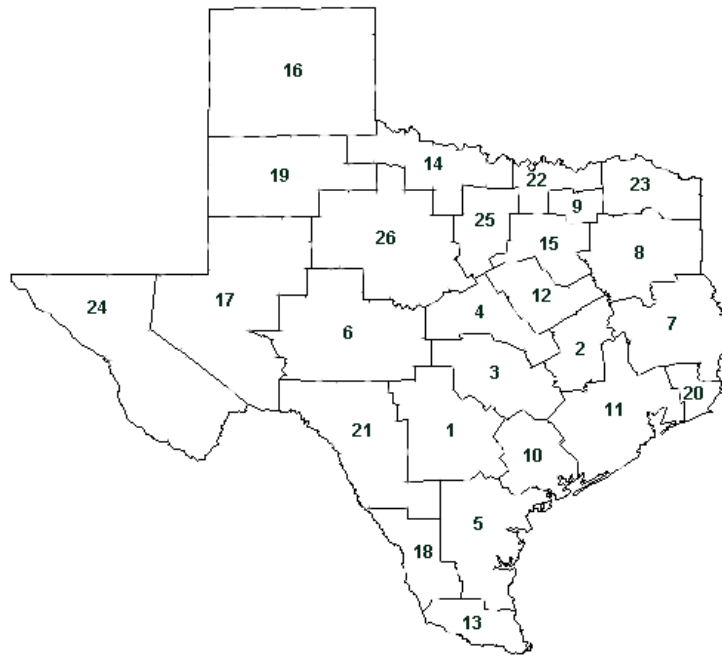
Tech Prep consortia help schools and colleges provide information to students, and assist schools in the development and submission of Tech Prep programs for state approval, provide staff development activities that include curriculum alignment and articulation and contextual teaching and learning, and may provide funds to support the development of Tech Prep programs and related activities.

## Tech Prep Region and Consortium Information

may be found at

[www.TechPrepTexas.org](http://www.TechPrepTexas.org)





- 1. Alamo**  
(210).587.4436  
(800).869.0982
- 2. Brazos Valley**  
(979).209.7500
- 3. Capital Area**  
(512).223.7825
- 4. Central Texas**  
(254).298.8482
- 5. Coastal Bend**  
(361).698.1787
- 6. Concho Valley**  
(325).481.8340
- 7. Deep East Texas**  
(936).633.5307
- 8. East Texas**  
(903).566.7353
- 9. Global EDGE**  
(972).548.6724
- 10. Golden Crescent**  
(361).485.6800

- 11. Gulf Coast**  
(281).260.3563
- 12. Heart of Texas**  
(254).867.3958
- 13. Lower Rio Grande**  
(956).364.4509
- 14. North Texas**  
(940).766.3369.X 26
- 15. North Central Texas**  
(214).860.5767
- 16. Panhandle**  
(806).335.4211
- 17. Permian Basin**  
(432).697.5863
- 18. South Plains**  
(806).885.3048.X. 4710
- 19. South Texas**  
(956).721.5165
- 20. Southeast Texas**  
(409).882.3074

- 21. STAR (Middle Rio)**  
(830).591.7223
- 22. Texoma**  
(903).463.8648
- 23. Upper East Texas**  
(903).782.0740
- 24. Upper Rio Grande**  
(915).780.6501
- 25. Weatherford Area**  
(817).598.6336
- 26. West Central Texas**  
(325).672.7091
- State Tech Prep Offices:**  
Texas Higher Education  
Coordinating Board  
(512) 427-6250
- Texas Education Agency  
(512).463.9581