

**Tech Prep Agreement
Letter of Understanding
between
Sinclair Community College
and
School District Name**

The United States' ability to grow and prosper in a global economy depends upon a strong technical workforce. Currently, many students are graduating from high school unprepared for employment and with no commitment to continuing their education. It is crucial that the educational community develop programs that help students learn within the context of real-life experiences and develop lifelong learning competencies. This requires collaboration between secondary and post-secondary institutions with strong linkages with employers.

Sinclair Community College and the **School District Name** have joined together to address the educational needs of the workforce with the development of a **Tech Prep Allied Health Program**. Tech Prep is a seamless, four-year program spanning the junior year in high school through the completion of an associate's degree. It offers a high level alternative to the traditional college prep program and a solid academic foundation based on real life applications. The planned sequence of courses minimizes duplication and provides students with an advanced skill level in their program of study.

The purpose of this agreement is to establish program requirements and procedures for a close working relationship between Sinclair Community College and **School District** in order to implement a well-coordinated technical education program leading to an **Associate of Applied Science with a major in a Life & Health Sciences Division program, including but not limited to :**

◆ Dental Hygiene ◆ Dietetic Technology ◆ Exercise Science ◆ Health Information Management ◆ Medical Assistant Technology ◆ Mental Health Technology ◆ Nursing ◆ Occupational Therapy Assistant ◆ Physical Therapist Assistant ◆ Radiologic Technology ◆ Respiratory Care ◆ Surgical Technology

Based upon the mutual concern of Sinclair Community College and the **School District** for the needs of students pursuing an advanced technology degree and in an effort to provide a continuing articulated program from the junior year in high school through the associate degree, we, the undersigned, hereby subscribe to the following guidelines:

1. Upon entry into the Tech Prep program, students will be jointly admitted to Sinclair Community College.

School District Name

2. Students will complete entry-level competencies during their junior and senior years and move into advanced levels of study at the community college. *The program of study for the four-year program is outlined in the attached curriculum pathway, Appendix A.*
3. Students must complete the high school portion of the curriculum with at least a “C” average
4. The curriculum pathway details the waiver of any courses at Sinclair based on completion of the courses during the junior and senior years as part of a special course offering by Sinclair at the high school, courses jointly taught, or completion through the high school Tech Prep curriculum.
 - *Table 2* details any required proficiency/challenge exams the student needs to take prior to attending Sinclair. If a student earns a “C” or better, the credit will be posted to the student’s Sinclair transcript.
 - *Table 3* lists any courses for which credit will be articulated to Sinclair Community College based on successful completion of requirements. Student must request that the credit be posted to their Sinclair Community College transcript after completion of their high school program. Course and credit hours will be posted with a “Y” (Proficiency) grade to the student’s transcript.
5. Representatives from each institution will meet annually to review and make amendments, as necessary, based on curriculum changes.

This agreement is hereby signed on _____, by:

**Dr. Helen Grove, Provost
Sinclair Community College**

**School District, Superintendent
School District Name**

School District Name
Tech Prep Allied Health Program
Entrance Requirements

Table 1

High School Program	Meet program admission standards as determined by local compact/comprehensive/CTPD secondary sites.
Sinclair Community College	<ul style="list-style-type: none"> • Successful completion of the Tech Prep program High School graduation • Completion of all SCC admissions/matriculation requirements • Completion of application cards for the Allied Health programs indicating first and second choices at the time of application to SCC. The date these cards are received by the appropriate college office serves as the date of eligibility providing students meet program prerequisites by April 1 of the year following high school graduation (i.e. the students first year at SCC). • Completion of prerequisites listed on Life & Health Sciences Checklists

College Credit Opportunities

Table 2
Proficiency Examinations

Proficiency examinations administered by SCC faculty during the junior and senior years of the Tech Prep program. Course credit will be posted to a SCC transcript if student scores a grade of C or higher for the following course(s)	ALH 103 Introduction to Health Care Delivery <i>3 credit hours</i> BIO 107 Human Biology <i>5 credit hours</i> HIM 121 Basic Medical Terminology <i>3 credit hours</i> HIM 122 Specialized Medical Terminology <i>3 credit hours</i> MAT 101 Elementary Algebra <i>4 credit hours</i> MAT 106 Allied Health Mathematics <i>4 credit hours</i>
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Table 3

School District Name

Articulated Credit

<p>Credit articulated to Sinclair Community College based on successful completion of requirements. Student must request that the credit be posted to their Sinclair Community College transcript after completion of their high school program. Course and credit hours will be posted with a “Y” (Proficiency) grade to the student’s transcript.</p>	<p>ALH 113 Venipuncture for Health Care Providers <i>1 credit hour</i> ALH 130 Electrocardiography for Health Care Providers <i>1 credit hour</i> DEH 120 Introduction to Dental Terminology <i>1 credit hour</i></p>
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**Admissions Policy
of the
Miami Valley Tech Prep Consortium**

**Approved by the Miami Valley Tech Prep Consortium Governing Board
Friday, June 29, 2007**

The purpose and scope of this document is to define the admissions
policy of the Miami Valley Tech Prep Consortium

I. Full Admission

A. To be eligible for full admission at the 11th grade to any pathway operated within Miami Valley Tech Prep Consortium, the student must meet all of the following prerequisites:

- 1. Attain a minimum overall 2.0 grade point average (gpa) by no later than the end of the second semester of the 10th grade**
- 2. Complete algebra I, algebra I equivalent or a higher level math course with a grade of “C” or better by the end of the 10th grade**
- 3. Show evidence of no deficiencies in progress toward meeting high school graduation requirements**

B. In addition to the prerequisites for all pathways in A above, the following additional pathway-specific prerequisites must also be met:

- 1. Allied Health: complete biology I with a grade of “C” or better**
- 2. Biotechnology: complete 2 science credits, one of which must be biology, with grades of “C” or better in both**

C. The above represent minimum admissions prerequisites within the Miami Valley Tech Prep Consortium. Individual secondary partner sites/fiscal agents may, at their discretion, apply additional or more stringent admissions prerequisites.

II. Provisional Admission

A. At the discretion of the secondary partner site/fiscal agent, a student may be admitted to a tech prep pathway at the 11th grade as a “Provisional Tech Prep” student under the following minimum conditions and requirements:

1. The student is deficient in no more than two (2) of the admissions prerequisites in I.A.1.2.3. above and, when applicable, has met appropriate additional pathway-specific prerequisites listed in I.B.1. or 2. above
2. “Provisional” status applies only to the first year (i.e. 11th grade) of any pathway, and under no circumstances may it be extended beyond the close of the second semester of the 11th grade
3. If, prior to the start of the 12th grade, the “Provisional” student has corrected all documented deficiencies, the student shall be placed on “Full Admission” status commencing with the first semester of the 12th grade.
4. If, prior to the start of the 12th grade the “Provisional” student has not corrected all documented deficiencies, the student shall be removed from Tech Prep status
5. In choosing to offer “Provisional” status to incoming students at the 11th grade, the secondary partner site/fiscal agent agrees and shall have sole responsibility to assure the following:
 - a. The *total* number of 11th grade students admitted to *all* tech prep pathways on “Provisional” status at the secondary partner/fiscal agent site(s) in any academic year will not exceed 20% of the *total* number of 11th grade students admitted on “Full” status to *all* tech prep pathways at the secondary partner/fiscal agent site(s) within the same academic year (example appears on next page)

EXAMPLE: High school/career center site accepts a total of 100 11th grade students to “full admission” status in tech prep. Using 100 as the reference number, the site has the option of accepting up to an additional 20 (i.e. 20% of 100) 11th grade students on “provisional admission” status for a total/combined 11th grade tech prep enrollment of 120 (i.e. 100 “full admission” plus 20 additional “provisional admission” students)

- b. The name(s) and deficiency/deficiencies of “Provisional” tech prep students will be reported, within 30 days after the opening day of school each academic year and again within 30 days after the closing day each academic year, to the MVTPC Director on a form to be provided
- c. A written notice is provided to the student and their parent(s) or legal guardian(s) of their “Provisional” status including, at minimum, a description of the deficiency/deficiencies and the terms and conditions of the provisional admission
- d. An appropriate written intervention plan/contract is provided to assist the student in correcting deficiencies; the plan/contract is reviewed with the student and parent(s); student and parental signature(s) denoting acceptance/approval of the intervention plan are obtained and copies are provided to the student and parent(s) and to appropriate school personnel

III. Late Admission to MVTPC Tech Prep Pathways

A. Juniors entering during the **first** or **second** semester must meet the following prerequisites:

1. evidence of all admission prerequisites required of “native” MVTPC students, with the following stipulations:
 - a. if under provisional admission, only one (1) deficiency of Section I.A.1,2,3 is permitted

- b. late provisional enrollment(s) may not cause the secondary site/fiscal agent to exceed the 20% cap on provisional enrollments
2. A revised MVTPC transmittal form, with all relevant student data, must be submitted to the MVTPC Director within 30 days of the student(s) enrollment

B. Seniors entering a Tech Prep program must meet the following prerequisites:

1. Have documented evidence of being enrolled in a similar Tech Prep program with a related pathway currently available within the MVTPC.
2. Have a minimum 2.0 grade point average (gpa)
3. No academic deficiencies (Provisional status is not granted to seniors)
4. Two (2) complete units in mathematics (at least Algebra I or higher with a “C” or better)
5. Two complete units in science (at least one unit having a lab component)
6. Have met, prior to enrollment, any additional programmatic pre-requisites required of “native” MVTPC students
7. A revised MVTPC transmittal form, with all relevant student data, must be submitted to the MVTCP Director within 30 days of the student(s) enrollment

III. Admission of Home Schooled Students to Tech Prep Pathways

- A. Pending local district enrollment policies, students entering tech prep Pathways directly from home schooling are enrolled as provisional students at the 11th grade are assessed at the beginning of the 12th following criteria under Section II (i.e. Provisional Admission)
- IV. The “Provisional Admission” portion of this policy will be piloted commencing Fall 2007 thru Spring 2009 whereupon the impact of the policy over the pilot period will be tracked and/or assessed as follows:

- A.** Numbers/percentages of “Provisional” students who complete Level I (i.e.11th grade) portion of the tech prep pathway
- B.** Numbers/percentages of “Provisional” Level I completers who have corrected all documented deficiencies and qualified for “Full Admission” status at 12th grade
- C.** The consortium-wide percentage of Level I completers transitioning from “Provisional” to “Full Admission” status should reach an annual rate of 80% by the close of the pilot period to warrant continuation of the policy as written.