Remote Instructions for 2020 Credit Capture Forms

Tech Prep Credit Capture Forms are forms used to capture non-eLearn Tech Prep credit.   Tech Prep Coordinators can download the forms via the Tech Prep portal. Forms will be processed in phases as they are received due to extenuating circumstances:

- Forms received by May 15 will be processed at that time
- Forms received between May 16 and June 15 will be processed at that time
- Please reach out to the Tech Prep office: **techprep@sinclair.edu**.

1. **Tech Prep Coordinators** navigate to Tech Prep Portal's *Coordinator/Utility Download* page (**link**) and download zipped file of *Credit Capture Forms.*
2. Unzip the file. Forms will be labeled with Instructor name, and include any additional specific instructions. Please distribute to Instructor. **Important:** If you are missing credit options or credit capture forms please notify the Tech Prep office immediately.
3. **Instructors** populate the form with grades and provide any required documentation (Ex. Certifications).
4. **Instructors** confirm with students that they give permission to post credit (via email, verbal or student signature). This can be indicated by typing Instructor initials in *Student Signature* column.
5. **Tech Prep Instructors** or **Tech Prep Coordinators** sign or type name at bottom of forms (including any required documentation).
6. **Tech Prep Coordinators** submit forms and any required documentation to Tech Prep office via Tech Prep Portal's *Coordinator/Utility Upload* page (**link**), or email to **techprep@sinclair.edu**, or deliver/mail directly to the Tech Prep office: Sinclair Community College, Building 6, Room 131, 444 W. Third St, Dayton, OH 45402.

Tech Prep Partner - SOD Health Science/Exercise Science Teacher Name HSGY				Photocopies of the supporting documentation for ALH 1130 and ALH 1132 are required for students to receive college credit. Credit cannot be awarded without this documentation.		**Student Signature**
				ALH 1130 – Basic Life Support (BLS) Training for Healthcare Provider	**ALH 1132 –** Heartsaver First Aid, CPR & AED	Please have the student sign here. A signature is a "YES" saying for the course grade listed to be transcribed to the student's Sinclair Transcript. A non-signature will indicate a "NO", the student does not want the credit posted.
Last Name	**First Name**	**Tartan #**	**DOB**	"Y" grade only or leave blank for no credit	"Y" grade only or leave blank for no credit	
Smith	Joan	0123456	1/1/00	Y	N	*[signature]*
Williams	John	0654321	1/1/00	N	Y	*[signature]*
Byrd	Ellen	0234567	1/1/00	Y	Y	*[signature]*

Authorized Signature: _____ Printed Name: _____ Title: _____ Date: _____

FAQ

Question: How do I report students who are not on my form?
Answer: Please manually enter in your students first name, last name, DOB, any applicable grades & documentation, and have the student sign.

Question: What if none of my students are receiving credit?
Answer: Please mark "NO CREDIT" on your form and submit.

Question: Who should complete the *Authorized Signature* area of the form?
Answer: Tech Prep instructor and/or Tech Prep Coordinator should complete the *Authorized Signature* area.

Question: I only see seniors. Where are my other students?
Answer: Per ODE requirements, only graduating seniors are permitted to have their credit posted to their official Sinclair transcript.

Question: I'm a PLTW instructor and there is no place for my students to sign. Where do they provide permission?
Answer: PLTW forms don't require student permission signature.

Question: When will students see credit on their Sinclair transcript?
Answer: Credit will be posted by the beginning of Sinclair's fall semester. Encourage students to bring this information when they see their Sinclair academic advisor.