

# Credit Capture Process - Articulated

## High School



1. High school instructor completes delivery of **curriculum** by **May 1st**.
2. High school uploads **proof of credential** to the Tech Prep Portal for those students who provide permission to post the Sinclair credit.
3. High school instructor **notifies** Pathway Manager via email that the above steps are complete by **May 15th**.

## Sinclair Faculty Pathway Specialist (FPS)



1. Sinclair FPS **reviews** credentials.
2. FPS **assigns Y/N** for each student based on proof of credential.
3. FPS **notifies** Pathway Manager via email that the above is complete and the gradebook is final.

## Pathway Mgr



1. Pathway Manager **reviews** to ensure all processes are complete, then **sends forward** to Sinclair's Registration Office to process.

