

CREDIT CAPTURE PROCESS – ARTICULATED



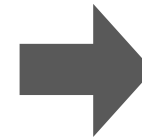
HIGH SCHOOL

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 or students can fill out the **Permission to Post** form on mvtechprep.org.
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 MANAGER

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



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