

SECTION: 5. Student Policies

SUBJECT: Advanced Opportunities Technical Competency Credit Policy

Background: This new policy enables students who complete articulated Technical Competency Credits while in high school to transcript those credits in preparation to enter a post-secondary CTE program.

Point of Contact: Transition Coordinator, Career & Technical Education

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Office of Registrar, Controller's Office

Date of approval by LCSC authority: November 29, 2017

Date of State Board Approval: N/A

Date of Most Recent Review: 11/2017

Summary of Major Changes incorporated in this revision to the policy: This policy revision incorporates State Board Policy or State of Idaho Administrative Rule that students must matriculate to the institution prior to the transcription of TCC credits.

Purpose:

To facilitate timely completion of a Career & Technical program as defined in the Idaho State Board of Education Policy Section III: Postsecondary Affairs, Subsection: Y Advanced Opportunities.

Policy:

1. To be eligible to enroll in high school classes that have been articulated for Technical Competency Credits (TCC):
 - A. The student must be enrolled in high school and attend approved high school Career & Technical Education classes.
 - B. The home schooled student must provide documentation of participation in a home school program at the high school level.
 - C. The student must have a user account on either the Career & Technology Education Management Application (CATEMA) system or the Idaho Skillstack badging system.
2. To earn Technical Competency Credits (TCC) in CATEMA:
 - A. Students must demonstrate the required level of proficiency according to the articulation agreement between LCSC and the high school.
 - B. High school teachers must recommend a student for TCC by accepting students in an articulated class via CATEMA.
 - C. Each student must achieve competency as stated in the State Board Policy III.Y.

3. To earn Technical Competency Credits (TCC) in Skillstack:
 - A. The student must demonstrate the required competencies according to the State of Idaho's state-wide articulation agreement and receive all the sub-badges in a CTE program required for the TCC badge/credit.
 - B. The high school teacher must check off competencies, as the student acquires them, in the Skillstack system.
 - C. The student must demonstrate required level of proficiency by visiting LCSC's campus to complete and pass the post-secondary assessment for the Career & Technical Education program.
 - D. Each student must achieve competency as stated in the Idaho State Board of Education Policy III.Y.

4. To transcribe the Technical Competency Credit (TCC):
 - A. The student has up to 2 years from the completion of an articulated high school course to request transcription of the Technical Competency Credit.
 - B. The student must be admitted as a degree seeking student and be enrolled in courses at Lewis-Clark State College.
 - C. The student will complete an Application Form for Technical Competency Credit, with parent/guardian signature and payment of \$10 per credit. D. Transcription of credit does not guarantee acceptance into certain classes or programs.

5. The Transition Coordinator will provide training to:
 - A. The high school student to create a user account on the CATEMA or register in the Skillstack badging system.
 - B. High school faculty to add class rosters and provide final grades in CATEMA.
 - C. High school faculty to upload class rosters and check off competencies in Skillstack.