**Idaho Tech Prep Program Proposal**  
**And Articulation Agreement**

**Postsecondary Institution**  
Lewis-Clark State College

**Starting Date**  
Fall 2012

**Secondary District**  
Nezperce School District # 302

**Secondary School**  
Nezperce High School

**Tech Prep Program Title**  
Bookkeeping

**Anticipated Program Award (degree, certificate, license)**
- Administrative Assistant – B.A.S., A.A.S., A.T.C.
- Office Technology – T.C.
- Bookkeeping - B.A.S., A.A.S., A.T.C.
- Legal Assistant - B.A.S., A.A.S., A.T.C.
- Legal Office Technology – T.C.
- Medical Assistant - B.A.S., A.A.S.
- Medical Office - B.A.S., A.A.S., A.T.C.
- Medical Biller/Coder – T.C.
- Medical Receptionist – T.C.
- Paralegal - B.A.S., A.A.S.

**Program Update?**  
X YES NO

**Non PTE Program?**  
YES

**Assigned Tech Prep Program ID (PTI: Use Only)**

**Occupation or Occupational Cluster**

**Occupation or occupational cluster this Tech Prep Program will target:**
Business, Management & Administration

**Secondary Professional-Technical Program(s) Involved**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Technology</td>
<td>34146</td>
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**Postsecondary Occupational Program(s) Involved**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program ID</th>
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<tbody>
<tr>
<td>Administrative Assistant</td>
<td>44038</td>
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<tr>
<td>Bookkeeping</td>
<td>44039</td>
</tr>
<tr>
<td>Legal Assistant</td>
<td>44040</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>43051</td>
</tr>
<tr>
<td>Medical Office</td>
<td>44041</td>
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<tr>
<td>Paralegal</td>
<td>44028</td>
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</tbody>
</table>

**STATEMENT OF ASSURANCES**

Lewis-Clark State College  
(Postsecondary Institution)  
and  
Nezperce High School  
(Secondary Institution)

agree to implement the following Tech Prep Program components in Bookkeeping. We hereby certify that we will provide the following Tech Prep services in our schools. We also agree to provide end-of-year measures, numbers of students participating, and fiscal impact as part of the evaluation process:

- Equal access for members of special populations to Tech Prep programs.
- In-service training for teachers and counselors on the implementation of Tech Prep programs.
- Integration of professional-technical and academic course competencies.
- Alignment of course competencies to enhance articulation opportunities.
- Assessment of business/industry availability for work-based learning opportunities.
- Accountability system that may include measuring the participation and success of students to include follow-up studies.
ARTICULATED COURSES

List the secondary unduplicated sequence(s) of professional-technical courses in this Tech Prep program and the college courses they articulate to.

<table>
<thead>
<tr>
<th>HS COURSE # (from Titles and Codes)</th>
<th>HS COURSE TITLE</th>
<th>COLLEGE COURSE #</th>
<th>COLLEGE COURSE TITLE</th>
<th>CREDITS</th>
<th>COURSE LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE 0410</td>
<td>Business Computer Applications</td>
<td>CITPT 102</td>
<td>Ten Key</td>
<td>1</td>
<td>1</td>
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<tr>
<td>BE 0410</td>
<td>Accounting I</td>
<td>ACCPT 101</td>
<td>Basic Accounting I</td>
<td>3</td>
<td>2</td>
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<tr>
<td>BE 0410</td>
<td>Accounting I</td>
<td>ACCPT 102</td>
<td>Basic Accounting II</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>BE 0410</td>
<td>COMPASS – Writing of 95 &amp; up ACT – English of 25 &amp; up SAT – Verbal of 570 &amp; up</td>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
<td>Test Score</td>
</tr>
</tbody>
</table>

Notes: Registration Plan - Students will register for ACCPT 101 or ACCPT 103 during fall semester.
Rules Governing Articulation

1. High School students who desire to articulate into the postsecondary program must meet the following:
   - complete a Division of Professional-Technical Education approved secondary sequence of courses
   - meet 80% of competencies in each articulated course
   - earn a grade of B or better in each course he/she articulates credit

2. Students must meet all regular program admission requirements.

3. Instructors from both the secondary and postsecondary program will review this articulation agreement annually. Changes in the agreement will be made only with the consent of both the secondary school and postsecondary institution.

4. Credits earned in this program may transfer to other Idaho institutions. There may be a transcription fee for articulated credit.

5. This TECH PREP articulation agreement will remain in effect until canceled by either party subject to the following: Notice Of Intent to discontinue must be presented by either party to the other and to the regional Tech Prep Coordinator before February 1. The Regional Tech Prep Coordinator will notify the State Division of Professional-Technical Education of the notice. If after renegotiation, an amended articulation cannot be reached, this agreement will terminate on July 1, one year after notice of termination is presented.

Dean/Director of Postsecondary Institution

Postsecondary Division Chair

High School Principal

Secondary Lead Program Instructor

Postsecondary Instructor

Regional Tech Prep Coordinator

Postsecondary Instructor

SDPTE Program Manager

State Tech Prep Coordinator

SDPTE State Administrator

Annual review Signatures

1. Secondary Lead Program Instructor

2. Regional Tech Prep Coordinator

3. Secondary Lead Program Instructor

4. Regional Tech Prep Coordinator

5. Secondary Lead Program Instructor

6. Regional Tech Prep Coordinator

7. Secondary Lead Program Instructor

8. Regional Tech Prep Coordinator

Revised April 2007