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.