ARTICULATION AGREEMENT BETWEEN
KNOX COUNTY CAREER CENTER EARLY CHILDHOOD EDUCATION PROGRAM
AND
CENTRAL OHIO TECHNICAL COLLEGE EARLY CHILDHOOD EDUCATION
PROGRAM
2012-2014

Articulation credit to postsecondary programs for relevant high school courses (1) eliminates unnecessary
duplication of learning and (2) saves students time and tuition in the pursuit of higher education.
Recognizing the need for such agreements, Central Ohio Technical College (COTC) agrees to grant
articulation credit to students completing Knox County Career Center Early Childhood Education
Program courses, as follows:

1. The student must be graduated from high school and must have completed the specified course(s)
   with a grade of A or B or C.

2. The course instructor(s) must review and complete the articulation form (see attached copy) and
   send it to COTC.

3. The articulated courses will be transcripted at COTC once the student registers for COTC
coursework.

There will be no charge for college credit awarded through this agreement, although COTC may charge a
small fee for the administration of the student's record. For the purposes of compliance with state and
regional accreditation standards, COTC reserves the right to review the credentials—including, but not
limited to, college transcripts and resumes—of the instructors of articulated courses.

The administrators and faculty of the program at both levels pledge their commitment and support to
continuing this relationship and to promoting these articulation opportunities to the students.

Knox County Career Center

[Signature] 3/1/13
Superintendent

[Signature] 3/19/13
Principal

[Signature] 3/8/13
Senior Instructor/Supervisor

Central Ohio Technical College

[Signature] 4/10/13
President

[Signature] 4/8/13
Academic Dean

[Signature] 4/2/13
Faculty Representative

[Signature] 4/9/13
Chief Academic Officer

11/19/2012
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Instructions to Apply for College Credit

The articulation agreement between the Knox County Career Center Early Childhood Education Program and Central Ohio Technical College enables high school graduates to receive college credit at COTC for selected courses upon evidence of competency in technology courses that are deemed equivalent to those in the attached list.

Instructions to the Student:

You must have an A, B, or C in the course to earn the college credit.

If you think that the courses in question might qualify for articulation credit, fill out the first part of the attached form. Take the form to your technology teacher(s), who will review the courses and, if applicable, estimate that the courses meet the criteria for the corresponding college courses listed in this agreement. The teacher(s) will make a recommendation for your receiving articulation credit by completing the form, attaching an official transcript, and sending these materials to COTC. Staff persons at COTC will review the materials and, if appropriate, grant recommended credit.

Instructions to the High School Teacher:

Please read the attached form carefully before filling it out. Students must (1) have covered competencies listed for the COTC course(s) in question and (2) have mastered these competencies in their technology courses at an A, B, or C level. Verify that each goal has been met at the appropriate level by initialing, signing, and dating the form. Please attach the student’s official transcript.

Your signature certifies that, in your estimation, the high school courses meet all articulation criteria for the indicated COTC courses and that the student has, to your knowledge, completed successfully those courses eligible for articulation. Mail the competed form to: Records and Registration, Central Ohio Technical College, 1179 University Drive, Newark, OH 43055. If you have any questions about articulation with COTC, contact the Administrative Dean for Academic Affairs at 740-364-9614.

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RECOMMENDATION FORM FOR COLLEGE CREDIT

To be completed by the student:

Student Name: ____________________________________________

Address: ________________________________________________

Street City State Zip

Home Phone ( ) __________________ Work Phone: ( ) __________

Expected High School Graduation Date: ____________________

Month Year

I agree to permit my high school teacher(s) to provide COTC with the information on this form
and understand that articulated credit might apply only to a degree or certificate at COTC and
might not be transferrable to another college or university.

Student Signature: ______________________________________ Date: __________

To be completed by the high school teacher(s):

Teacher Name(s): _______________________________________

High School Name: _______________________________________

School Address: _______________________________________

Street City State Zip

School Phone Number: ( ) ________________________________

As indicated by my initials next to the attached course description(s), I consider that my former
student has achieved the indicated knowledge and skills at a level of “A”, “B”, or “C”.

Teacher Signature(s): __________________________________ Date: __________

Supervisor Signature: __________________________________ Date: __________

Recommendation for credit for: ______________________________ (student name)

11/19/2012
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Teacher's Initials</th>
<th>COTC Course Available for credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>ECE-130 Health and Safety in Education</strong> (3 credits)</td>
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</table>

This course will provide the student with the opportunity to obtain the following certifications in preparation for employment in a licensed child care and education program: First Aid, Communicable Disease Recognition and Management, Child Abuse and Neglect Recognition, Adult, Child and Infant CPR. The student will also conduct an environmental checklist in an approved child care facility.

Students must have verification that they have successfully completed the following certificates and observation:

1. 6-8 hour First Aid as approved by ODJFS
2. 6-8 hour Communicable Disease Recognition approved by ODJFS
3. 6-8 hour Child Abuse and Neglect Recognition approved by ODJFS
4. Infant, Child and Adult CPR approved by Red Cross
5. Verification of having completed training in Blood Bourne Pathogens Transmissions
6. Completion of the Early Childhood Environmental Rating Scale (ECER-R)
7. Completed college form *Credit for Prior Learning and Work Experience. This form is verified by the ECD Associate Degree Program Director or Designee.*

In addition, the instructor must certify that the COTC Syllabus is utilized for instruction, the instructor is certified to teach all the trainings as approved by ODJFS or have access to a trainer, the pass rate has been verified on all trainings of the students and the overall course has been assessed on the *ECD Assessment Form*, and that the instructor holds a masters-level degree in child development or early education and has experience teaching preschool age children.
<table>
<thead>
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<th>Letter Grade</th>
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<th>COTC Course Available for credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>ECE-279 Administration in ECE Programs</strong> (2 credits)</td>
</tr>
</tbody>
</table>

This course is designed for the student interested in the administration of early childhood care and education programs. The focus will be on operational planning to include curriculum, parent programs, staff management, community involvement, legal responsibilities, and hiring requirements. Establishing and maintaining effective fiscal practices will be explored. The student will be required to complete 10 hours within a licensed program or center to shadow the administrator.

Instructor must certify that the COTC Syllabus assignments and student learning assessments and performance objectives have been completed, that the **ECD Associate Degree Assessment Data Sheet** has been completed with results of the Focused Class presentation utilized in the assessment process, that there is evidence of completion of 10 hours of the Administrator Shadow experience and time with an Administrator of a Licensed Child Care Program, ODJFS or ODE approved, and that the instructor holds a masters-level degree in child development or early education, has experience teaching preschool age children, and has had prior experience and/or additional training in Administration of an Children’s Program.