



## **Bilateral Articulation Agreement**

April 5, 2023

### **Between**

Central Ohio Technical College  
Healthcare Careers

and

C-TEC  
Medical Assisting

This agreement, entered into for 2023-2025, is based on a review of the Medical Assisting program of study at C-TEC and the Healthcare Careers curriculum and syllabi at Central Ohio Technical College.

#### Purpose of Agreement

This agreement is designed

- To encourage students to pursue a postsecondary education,
- To reduce repetition of mastered competencies between secondary and postsecondary programs of study,
- To provide a smooth transition from secondary to postsecondary, and
- To reduce the cost of higher education for students and the state of Ohio.

Articulation agreements recognize a seamless curriculum pathway that starts in high school to an associate degree that leads to careers in related technical fields. This agreement enables C-TEC students who successfully complete the academic and technical competencies required for the Medical Assisting program to receive college credit for certain courses in the Healthcare Careers associate degree programs at Central Ohio Technical College.

### Eligibility Criteria

Students seeking college credit through this bilateral articulation agreement must meet the following criteria/requirements:

- The student must have completed the secondary Tech Prep competencies (academic and technical) relevant to the Central Ohio Technical College courses, with a grade of A, B, or C.
- An application and subsequent matriculation to Healthcare Careers at Central Ohio Technical College must occur within 3 years of the High School graduation date.
- The student is responsible to inform college admissions personnel of his/her eligibility for articulated college credit and verify that appropriate documentation has been provided to the college by the secondary school.

### Secondary School Responsibilities

- Secondary instructors are required to have the appropriate teaching credential as defined by the Ohio Department of Education.
- For the purpose of compliance with state, program or regional accreditation standards, Central Ohio Technical College reserves the right to review, validate and copy the credentials (e.g., college transcripts and resumes) of the instructors of articulated courses for external auditing purposes.
- The secondary instructor(s) will complete an *Instructor Recommendation Form* for each student upon completion which will be maintained in the student's secondary permanent file. An *Instructor Recommendation Form* must be submitted to the Records and Registration Office prior to receiving credit.
- The college and secondary school will develop methods of publicizing the agreement to encourage students to take advantage of seamless transitions and advanced placement opportunities.

### Awarding of Credit

- There will be no charge for college credit awarded through this agreement.
- Student eligibility for technical or related credit is primarily determined by high school teachers evaluation based upon predetermined criteria set by the college. In certain cases, record of relevant student external certification, college proficiency testing, review of portfolios, or other forms of assessment may also be required.
- Placement in Central Ohio Technical College's courses is determined by the college's official placement policy. Credit is available only for the technical courses specified on the attached list of articulated courses.
- Articulated courses are recorded on the student's permanent records after a student enrolls in and completes a non-articulated college credit hour at Central Ohio Technical College.

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.

**Articulation Agreement Signatures**

**C-TEC**

**Central Ohio Technical College**

DocuSigned by:

*Joyce L. Malainy, Ed.D.*

4/10/2023

Joyce L. Malainy, Ed.D.

Superintendent

Date

DocuSigned by:

*Dr. Greg Ferenchak*

4/6/2023

Dr. Greg Ferenchak

Provost

Date

DocuSigned by:

*Michelle Snow*

4/9/2023

Michelle Snow

Director

Date

DocuSigned by:

*Sandra Walker*

4/6/2023

Sandra Walker

Dean of Technical  
Studies

Date

DocuSigned by:

*Kendrah Cunningham*

4/5/2023

Kendrah Cunningham

Nursing Program  
Administrator

Date

**Distribution: Signees Above and others as determined by the signing partners.**

# Central Ohio Technical College

## Courses Available for Bilateral Articulation

This agreement is in effect for students graduating from the Medical Assisting Program at C-TEC starting the academic year 2023-2025, and enrolling in one of Central Ohio Technical College's Associate Degree Programs listed below. College matriculation must occur within 3 years of the high school graduation date.

| Degree Program Options   |   |       |  |
|--|---|-------|--|
| Healthcare Careers   |   |       |  |
| Course Number  | Course Name   | Hours | Notes  |
| EMS-100  | Basic Life Support (CPR) for the Healthcare Provider  | 0.5   | *A valid American Heart Association CPR for the Healthcare Provider card will qualify the holder credit for EMS-100<br><br>*HLT-110 is included in multiple healthcare career programs at COTC |
| HLT-110  | <i>Medical Terminology—This course must be accessed through the CTAG process (see instructions below)</i> | 2.0   |  |
|  |   |       |  |
| <p><b>CTAG Opportunity:</b> Students in this pathway may have the opportunity to receive college credit through the CTAG system. <a href="https://transfercredit.ohio.gov/students/student-programs/Career-Technical-Assurance-Guides">https://transfercredit.ohio.gov/students/student-programs/Career-Technical-Assurance-Guides</a></p> |   |       |  |

# Central Ohio Technical College

## Instructor Recommendation Form For Agreement Between

*Central Ohio Technical College  
Healthcare Careers*

AND

*C-TEC  
Medical Assisting*

### STUDENT INFORMATION

|  |                       |
|--|-----------------------|
| Name _____                                 | Phone _____           |
| Address _____                              | E-Mail _____          |
| City & State _____                         | DOB _____             |
| Zip _____                                  |                       |
| COTC Student ID # _____<br>(If Applicable) | Graduation Year _____ |

### Notice to Secondary or Adult Education Instructor

Instructor sign and date any course(s) for which the above named student **has performed at a level of *an A, B, or C*** and achieved state program competencies as determined by the Medical Assisting Instructor for any single Central Ohio Technical College Course. For those courses that the student did not achieve competence, enter **"Not Achieved"** in the signature area.

| College Course Number and Course Name | Credits | Tech Prep Instructor Signature | Grade | Date |
|---------------------------------------|---------|--------------------------------|-------|------|
| EMS-100                               | 0.5     |                                |       |      |

### SUBMIT THIS APPLICATION TO:

Gateway Records  
Central Ohio Technical College  
1179 University Drive, Newark, OH 43055  
740-366-9494

**CTAG Opportunity: Students in this pathway may have the opportunity to receive college credit through the CTAG system.**  
<https://transfercredit.ohio.gov/students/student-programs/Career-Technical-Assurance-Guides>