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Department of Education & Workforce
Career Pathway Support Networks
Central Region

CENTRAL OHIO TECHNICAL COLLEGE

Bilateral Articulation Agreement

May 5, 2026

Between

Central Ohio Technical College and C-TEC Computer Information Systems
Information Technology &
Digital Media Design Technology At Lakewood High School

This agreement, entered into for 2026-2028, is based on a review of the Computer Information Systems program of study at C-TEC located at Lakewood High School and the Information Technology and Digital Media Design Technology 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 at Lakewood High School students who successfully complete the academic and technical competencies required for the Computer Information Systems program to receive college credit for certain courses in the Digital Media Design Technology associate degree programs at Central Ohio Technical College.

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Eligibility Criteria

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

- The student must have completed the secondary Career-Tech 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 Information Technology and Digital Media Design Technology Programs 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	
Signed by: Michelle M. Snow 5EBC0126B9744E6...	5/31/2026	Signed by: Gregory Ferenchak 808290ADA6EE4C5...	5/28/2026
Michelle M. Snow Superintendent	Date	Dr. Greg Ferenchak Provost	Date
DocuSigned by: Alyssa Johnston 894E424491144 13...	5/29/2026	Signed by: Marcie Moore 3FC4C252BE954BA...	5/28/2026
Alyssa Johnston Director of Satellite	Date	Marcie Moore, DM Dean of Technical Studies	Date
		Signed by: Timothy Goetz AF0630354864409...	5/28/2026
		Timothy Goetz Associate Dean of Technical Studies	Date

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

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Central Ohio Technical College

Courses Available for Bilateral Articulation

This agreement is in effect for students graduating from the Computer Information Systems Program at C-TEC at Lakewood High School starting the academic year 2026-2028, 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			
Information Technology/Digital Media Design Technology			
Course Number	**Course Name**	**Hours**	**Notes**
CIT-104	Principles of Computer Programming with AI	3.0	
BUS-156	Spreadsheet Applications	3.0	
DMD-120	Web Design and Development *Students in this program may be able to access this course through the CTAG process (see instructions below)*	3.0	
BUS-226	21st Century Workplace Skills	3.0	
CIT-120	PC Hardware: Troubleshooting and Maintenance	3.0	
CIT-100	Principles of Computer Programming	2.0	This course is also being taught as a CCP course
CIT-130	Visual Basic I	3.0	
CIT-200	.NET Programming	3.0	
CTAG Opportunity: Students in this pathway may have the opportunity to receive college credit through the CTAG system.			

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Central Ohio Technical College

Instructor Recommendation Form
For
Agreement Between

Central Ohio Technical College
Information Technology and Digital Media Design Technology

AND

C-TEC Computer Information Systems
At Lakewood High School

STUDENT INFORMATION

Name _____ **Phone** _____
Address _____ **E-Mail** _____
City & State _____ **DOB** __ _____
Zip _____

COTC Student ID #_____ **Graduation Year** _____
(If Applicable)

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 Computer Information Systems 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	CTE Instructor Signature	Grade	Date
BUS-156	3.0			
CIT-104	3.0			
DMD-120	*3.0*	*Access through the CTAG process*		
BUS-226	3.0			
CIT-120	3.0	Access through the CTAG process		
CIT-100	2.0			
CIT-130	3.0			
CIT-200	3.0			

SUBMIT THIS APPLICATION TO:
Gateway Records
Central Ohio Technical College
1179 University Drive, Newark, OH 43055
740-366-9494

Certificate Of Completion

Envelope Id: 72340B9B-13FF-8498-81A3-FA3DE5CBFA84
Status: Completed
Subject: Complete with Docusign: C-TEC IT at Lakewood HS 2026-2028--updated.pdf
Source Envelope:
Document Pages: 5
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Carrie Giles
AutoNav: Enabled
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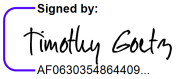
Timothy Goetz goetz.152@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by:  AF0630354864409... Signature Adoption: Pre-selected Style Using IP Address: 24.210.93.135	Sent: 5/28/2026 11:20:15 AM Viewed: 5/28/2026 11:20:38 AM Signed: 5/28/2026 11:20:47 AM
Electronic Record and Signature Disclosure: Accepted: 5/28/2026 11:20:38 AM ID: d8c58dc0-07df-41b9-bcfd-3e57815ac4f0		
Marcie Moore moore.5604@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by: 3FC4C252BEB54BA... Signature Adoption: Pre-selected Style Using IP Address: 2620:0:1a10:7722:1d3b:33de:788d:2d55	Sent: 5/28/2026 11:20:49 AM Viewed: 5/28/2026 11:33:27 AM Signed: 5/28/2026 11:33:57 AM
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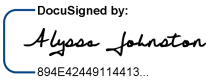
Gregory Ferenchak ferenchak.7@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by: 808290ADA6EE4C5... Signature Adoption: Pre-selected Style Using IP Address: 2620:0:1a10:7764:9599:8405:9038:fc48	Sent: 5/28/2026 11:34:00 AM Viewed: 5/28/2026 11:54:47 AM Signed: 5/28/2026 11:55:39 AM
Electronic Record and Signature Disclosure: Accepted: 5/28/2026 11:54:47 AM ID: f78d1ab0-fefe-4bd6-86fd-888e822239bc		
Alyssa Johnston ajohnston@c-tec.edu Security Level: Email, Account Authentication (None)	DocuSigned by:  894E42449114413... Signature Adoption: Pre-selected Style Using IP Address: 208.108.139.68	Sent: 5/28/2026 11:55:40 AM Viewed: 5/29/2026 1:46:18 PM Signed: 5/29/2026 1:47:49 PM
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Signer Events	Signature	Timestamp
Michelle M. Snow msnow@c-tec.edu Superintendent Security Level: Email, Account Authentication (None)	Signed by: 5EBC012689744E6... Signature Adoption: Pre-selected Style Using IP Address: 71.213.11.154	Sent: 5/29/2026 1:47:50 PM Viewed: 5/31/2026 5:20:56 AM Signed: 5/31/2026 5:21:20 AM

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Envelope Sent	Hashed/Encrypted	5/28/2026 11:20:15 AM
Certified Delivered	Security Checked	5/31/2026 5:20:56 AM
Signing Complete	Security Checked	5/31/2026 5:21:20 AM
Completed	Security Checked	5/31/2026 5:21:20 AM

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