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Department of Education & Workforce
Career Pathway Support Networks
Central Region

CENTRAL OHIO TECHNICAL COLLEGE

Bilateral Articulation Agreement

May 1, 2026

Between

Central Ohio Technical College and Manufacturing Engineering Technology

C-TEC Engineering and Advanced Manufacturing Program

This agreement, entered into for 2026-2028, is based on a review of the Engineering and Advanced Manufacturing program of study at C-TEC and the Manufacturing Engineering 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 students who successfully complete the academic and technical competencies required for the Engineering and Advanced Manufacturing program to receive college credit for certain courses in the Manufacturing Engineering 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 Manufacturing Engineering 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 5EBC01268974 4E6... Michelle M. Snow Superintendent	5/7/2026 Date	Signed by: Gregory Ferenchak 808290ADA6EE4C5... Dr. Greg Ferenchak Provost	5/7/2026 Date
Signed by: Craig McMillen Ed.D FB1991298C714BC... Craig McMillen, Ed.D. Director	5/7/2026 Date	Signed by: Marcie Moore 35C4C252BEE54BA... Marcie Moore, DM Dean of Technical Studies	5/7/2026 Date
		Signed by: Timothy Goetz AF0630354864409... Timothy Goetz Associate Dean of Technical Studies	5/7/2026 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 Robotics and Automated Manufacturing Program at C-TEC 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			
Manufacturing Engineering Technology			
Course Number	**Course Name**	**Hours**	**Notes**
MANF-100	Principles of Machining	2.0	

CTAG Opportunity: ***Students in this pathway may have the opportunity to receive college credit through the CTAG system. Students must complete the:*** **Career-Technical Credit Transfer (CT)² Verification of Course/Program Completion** ***form in order to receive CTAG credits.***

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Central Ohio Technical College

Instructor Recommendation Form
For
Agreement Between

Central Ohio Technical College		***C-TEC Robotics and Automated Manufacturing Program***
Manufacturing Engineering Technology	**AND**	

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 Robotics and Automated Manufacturing 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
MANF-100	2.0			

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

Certificate Of Completion

Envelope Id: 0DAAA5B5-1D0A-8CCA-8147-99DE1C8650C2
Status: Completed
Subject: Complete with Docusign: C-TEC Eng and Advanced Man 2026-2028.pdf
Source Envelope:
Document Pages: 5
Signatures: 5
Envelope Originator:
Certificate Pages: 4
Initials: 0
Carrie Giles
AutoNav: Enabled
, OH 43219
EnvelopeId Stamping: Enabled
giles.58@mail.cotc.edu
Time Zone: (UTC-08:00) Pacific Time (US & Canada)
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Record Tracking

Status: Original
5/1/2026 11:14:20 AM
Holder: Carrie Giles
giles.58@mail.cotc.edu
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Signer Events	Signature	Timestamp
Timothy Goetz goetz.152@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by: Timothy Goetz AF0630354864409... Signature Adoption: Pre-selected Style Using IP Address: 2620:0:1a10:7764:30a0:173:deca:410c	Sent: 5/1/2026 11:16:34 AM Resent: 5/4/2026 7:48:23 AM Resent: 5/6/2026 7:10:13 AM Viewed: 5/7/2026 9:13:33 AM Signed: 5/7/2026 9:13:44 AM
Electronic Record and Signature Disclosure: Accepted: 5/7/2026 9:13:33 AM ID: 3de1dd69-08b6-42ff-a3c9-b2eb0b10b850		
Marcie Moore moore.5604@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by: Marcie Moore 3FC4C252BEB54BA... Signature Adoption: Pre-selected Style Using IP Address: 2620:0:1a10:7722:9de5:2bd6:ee44:7c11	Sent: 5/7/2026 9:13:46 AM Viewed: 5/7/2026 9:16:56 AM Signed: 5/7/2026 9:17:17 AM
Electronic Record and Signature Disclosure: Accepted: 5/7/2026 9:16:56 AM ID: b2be0599-d471-4301-a90d-424664b4715f		
Gregory Ferenchak ferenchak.7@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by: Gregory Ferenchak 808290ADA6EE4C5... Signature Adoption: Pre-selected Style Using IP Address: 2620:0:1a10:7764:2d39:120c:31de:6d2b	Sent: 5/7/2026 9:17:18 AM Viewed: 5/7/2026 9:24:43 AM Signed: 5/7/2026 9:24:49 AM
Electronic Record and Signature Disclosure: Accepted: 5/7/2026 9:24:43 AM ID: d50ce986-0b84-4c4f-8211-f748844b045f		
Craig McMillen Ed.D cmcmillen@c-tec.edu Security Level: Email, Account Authentication (None)	Signed by: Craig McMillen Ed.D FB1991298C714BC... Signature Adoption: Pre-selected Style Using IP Address: 208.108.139.68	Sent: 5/7/2026 9:24:51 AM Viewed: 5/7/2026 9:26:10 AM Signed: 5/7/2026 9:26:23 AM
Electronic Record and Signature Disclosure:		

Signer Events	Signature	Timestamp
Accepted: 5/7/2026 9:26:10 AM ID: c7290a53-4a97-48f6-9a92-51399651d6aa		
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: 208.108.139.68	Sent: 5/7/2026 9:26:24 AM Viewed: 5/7/2026 11:43:22 AM Signed: 5/7/2026 11:43:39 AM
Electronic Record and Signature Disclosure: Accepted: 5/7/2026 11:43:22 AM ID: 032e78ef-5a16-43f3-b134-e3992c9e6123		
In Person Signer Events	**Signature**	**Timestamp**
Editor Delivery Events	**Status**	**Timestamp**
Agent Delivery Events	**Status**	**Timestamp**
Intermediary Delivery Events	**Status**	**Timestamp**
Certified Delivery Events	**Status**	**Timestamp**
Carbon Copy Events	**Status**	**Timestamp**
Andrew Reardon areardon@c-tec.edu Security Level: Email, Account Authentication (None)	COPIED	Sent: 5/7/2026 11:43:40 AM
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Notary Events	**Signature**	**Timestamp**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/1/2026 11:16:34 AM
Certified Delivered	Security Checked	5/7/2026 11:43:22 AM
Signing Complete	Security Checked	5/7/2026 11:43:39 AM
Completed	Security Checked	5/7/2026 11:43:40 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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