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Department of Education & Workforce
Career Pathway Support Networks
Central Region

CENTRAL OHIO TECHNICAL COLLEGE

Bilateral Articulation Agreement

April 16, 2026

Between

Central Ohio Technical College Business Management Technology	and	Coshocton County Career Center Career Skills Investigation

This agreement, entered into for 2026-2028, is based on a review of the Career Skills Investigation program of study at Coshocton County Career Center and the Business Management 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 Coshocton County Career Center students who successfully complete the academic and technical competencies required for the Career Skills Investigation program to receive college credit for certain courses in the Nursing Technologies and Business Management 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 Business Management 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

Coshocton County Career Center

Signed by:
Matt Colvin
D3FC72767CB04E5...
Matt Colvin
Superintendent

4/30/2026
Date

Central Ohio Technical College

Signed by:
Gregory Ferenchak
808290ADA6EE4C5...
Dr. Greg Ferenchak
Provost

4/28/2026
Date

Signed by:
Marcie Moore
3FC4C252BEB54BA...
Marcie Moore, DM
Dean Of Technical Studies

4/28/2026
Date

Signed by:
Dr. Kimberly Goudy
D4E2CDEC29BB492...
Dr. Kimberly Goudy
Professor

4/27/2026
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 Career Skills Investigation Program at Coshocton County Career Center 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			
Business Management Technology			
Course Number	**Course Name**	**Hours**	**Notes**
BUS-212	Customer Relations and Sales	3.0	
BUS-226	21st Century Workplace Skills	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 — ***Coshocton County Career Center***
Career Skills Investigation

Business Management 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 Career Skills Investigation 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-212	3.0			
BUS-226	3.0			

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

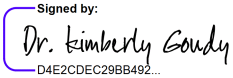
CTAG Opportunity: Students in this pathway may have the opportunity to receive college credit through the CTAG system.

Certificate Of Completion

Envelope Id: 7EABBA31-6029-8D0F-824F-7F7F560045C1
Status: Completed
Subject: Complete with Docusign: Coshocton CSI 2026-2028.pdf
Source Envelope:
Document Pages: 5
Signatures: 4
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)
IP Address: 184.58.96.8

Record Tracking

Status: Original
4/27/2026 10:45:02 AM
Holder: Carrie Giles
giles.58@mail.cotc.edu
Location: DocuSign

Signer Events	Signature	Timestamp
Dr. Kimberly Goudy goudy.23@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by:  D4E2CDEC29BB492... Signature Adoption: Pre-selected Style Using IP Address: 184.57.97.66	Sent: 4/27/2026 10:47:06 AM Viewed: 4/27/2026 12:31:51 PM Signed: 4/27/2026 12:32:03 PM
Electronic Record and Signature Disclosure: Accepted: 4/27/2026 12:31:51 PM ID: f3f49517-43af-4e01-8638-e1dfe766521e		
Marcie Moore moore.5604@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by: 3FC4C252BEB54BA... Signature Adoption: Pre-selected Style Using IP Address: 74.129.5.248	Sent: 4/27/2026 12:32:04 PM Viewed: 4/28/2026 10:42:46 AM Signed: 4/28/2026 10:43:14 AM
Electronic Record and Signature Disclosure: Accepted: 4/28/2026 10:42:46 AM ID: f9770cf5-3e87-43dd-ad12-23097c988ad7		
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:a9c5:325f:4e7b:c333	Sent: 4/28/2026 10:43:15 AM Viewed: 4/28/2026 12:12:58 PM Signed: 4/28/2026 12:13:04 PM
Electronic Record and Signature Disclosure: Accepted: 4/28/2026 12:12:58 PM ID: f36ea629-bcf9-4048-8f8c-36e2a21f129c		
Matt Colvin matt.colvin@cccareer.org Security Level: Email, Account Authentication (None)	Signed by: D3FC72767CB04E5... Signature Adoption: Pre-selected Style Using IP Address: 166.198.251.100 Signed using mobile	Sent: 4/28/2026 12:13:06 PM Resent: 4/30/2026 10:02:23 AM Viewed: 4/30/2026 10:03:09 AM Signed: 4/30/2026 10:03:17 AM
Electronic Record and Signature Disclosure: Accepted: 4/30/2026 10:03:09 AM ID: a02c8ab6-08f8-4af1-9cd0-fba901d9c8ba		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

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Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Rick Raach rick.raach@cccareer.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 4/30/2026 10:03:18 AM Viewed: 5/1/2026 6:47:33 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/27/2026 10:47:07 AM
Certified Delivered	Security Checked	4/30/2026 10:03:09 AM
Signing Complete	Security Checked	4/30/2026 10:03:17 AM
Completed	Security Checked	4/30/2026 10:03:18 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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ii. send us an email to giles.58@mail.cotc.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

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