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Department of Education & Workforce
Career Pathway Support Networks
Central Region

CENTRAL OHIO TECHNICAL COLLEGE

Bilateral Articulation Agreement

April 27, 2026

Between

Central Ohio Technical College and Knox County Career Center Cosmetology Program

This agreement, entered into for 2026-2028, is based on a review of the Cosmetology program of study at Knox County Career Center and the 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 Knox County Career Center students who successfully complete the academic and technical competencies required for the Cosmetology program to receive college credit for certain courses in the associate of technical studies 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 Associate of Technical Studies 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

Knox County Career Center

Signed by:
Kathy Greenich
F87BFF88B9674AB...
5/11/2026
Kathy Greenich
Superintendent
Date

DocuSigned by:
Elaine Robinson
EB8AD05B2C6E499...
4/28/2026
Elaine Robinson
Director
Date

Central Ohio Technical College

Signed by:
Gregory Ferenchak
808290ADA6EE4C5...
4/28/2026
Dr. Greg Ferenchak
Provost
Date

Signed by:
Marcie Moore
8FC4C252BEB54BA...
4/28/2026
Marcie Moore, DM
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 Cosmetology Program at Knox 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			
Associate of Technical Studies Degree			
Course Number	**Course Name**	**Hours**	**Notes**
	*Students who complete their high school career-tech cosmetology program and hold a Valid State of Ohio Cosmetology License, may have the opportunity to earn 30 credit hours towards an Associates of Technical Studies Degree at COTC. The License must be current, valid, and in good standing. https://transfercredit.ohio.gov/students/student-programs/one-year-option		

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Central Ohio Technical College

Instructor Recommendation Form
For
Agreement Between

Central Ohio Technical College **AND** ***Knox County Career Center Cosmetology Program***

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 Cosmetology 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
*Students who complete their high school career-tech cosmetology program and hold a Valid State of Ohio Cosmetology License, may have the opportunity to earn 30 credit hours towards an Associates of Technical Studies Degree at COTC. The License must be current, valid, and in good standing. https://transfercredit.ohio.gov/students/student-programs/one-year-option	Up to 30 credit hours towards an ATS Degree		Valid Cosmetology License	

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

Certificate Of Completion

Envelope Id: F3859CDF-2983-896B-839F-2162815D8E7E
Status: Completed
Subject: Complete with Docusign: Knox Cosmetology 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
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Time Zone: (UTC-08:00) Pacific Time (US & Canada)
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Signer Events	Signature	Timestamp
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: 74.129.5.248	Sent: 4/27/2026 9:49:45 AM Viewed: 4/28/2026 10:53:42 AM Signed: 4/28/2026 10:54:01 AM
Electronic Record and Signature Disclosure: Accepted: 4/28/2026 10:53:42 AM ID: 9d9986dd-f338-4a04-8c0a-9d211453ea58		
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:a9c5:325f:4e7b:c333	Sent: 4/28/2026 10:54:02 AM Viewed: 4/28/2026 11:45:38 AM Signed: 4/28/2026 11:45:43 AM
Electronic Record and Signature Disclosure: Accepted: 4/28/2026 11:45:38 AM ID: 92dd84c8-af32-49e4-bb48-3c6486779260		
Elaine Robinson erobinson@knoxcc.org Security Level: Email, Account Authentication (None)	DocuSigned by: Elaine Robinson EB8AD05B2C6E499... Signature Adoption: Pre-selected Style Using IP Address: 66.203.38.58	Sent: 4/28/2026 11:45:45 AM Viewed: 4/28/2026 11:49:49 AM Signed: 4/28/2026 11:49:55 AM
Electronic Record and Signature Disclosure: Accepted: 4/28/2026 11:49:49 AM ID: 75869245-5486-49fb-90f7-38ae17b39f03		
Kathy Greenich kgreenich@knoxcc.org Superintendent Security Level: Email, Account Authentication (None)	Signed by: Kathy Greenich F67BFF38B9674AB... Signature Adoption: Pre-selected Style Using IP Address: 66.203.38.58	Sent: 4/28/2026 11:49:57 AM Resent: 4/30/2026 10:02:31 AM Resent: 5/11/2026 9:11:50 AM Viewed: 5/11/2026 11:42:22 AM Signed: 5/11/2026 11:42:43 AM
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In Person Signer Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/27/2026 9:49:45 AM
Certified Delivered	Security Checked	5/11/2026 11:42:22 AM
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