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Department of Education & Workforce
Career Pathway Support Networks
Central Region

CENTRAL OHIO TECHNICAL COLLEGE

Bilateral Articulation Agreement

April 29, 2026

Between

Central Ohio Technical College and Licking Heights High School
Business Management Technology Supply Chain and Logistics Program

This agreement, entered into for 2026-2028, is based on a review of the Supply Chain and Logistics Program of study at Licking Heights High School 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 Licking Heights High School students who successfully complete the academic and technical competencies required for the Supply Chaine and Logistics program to receive college credit for certain courses in the 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 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

Licking Heights

Signed by:
Dawn McCloud
CA4235DF4D59463
6/3/2026
Dawn McCloud
Principal
Date

DocuSigned by:
Steve Varricchio
3192B712325E4CD...
6/1/2026
Steve Varricchio
Instructor
Date

Central Ohio Technical College

Signed by:
Gregory Ferenchak
808290ADA6EE4C5...
6/1/2026
Dr. Greg Ferenchak
Provost
Date

Signed by:
Marcie Moore
3FC4C252BEB54BA...
5/29/2026
Marcie Moore, DM
Dean of Technical Studies
Date

Signed by:
Dr. Kimberly Goudy
D4E2CDEC29BB492...
5/29/2026
Kimberly Goudy
Program Director
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 Supply Chain and Logistics Program at Licking Heights 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			
Business Management Technology			
Course Number	**Course Name**	**Hours**	**Notes**
BUS-226	21st Century Workplace Skills	3.0	
BUS-210	*Entrepreneurship (this course must be accessed through the CTAG process)*	*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		***Licking Heights High School***
Business Management Technology	**AND**	***Supply Chain and Logistics 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 Supply Chain and Logistics 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-226	3.0			
BUS-210	*3.0*	*(this course must be accessed through the CTAG process)*		

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

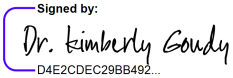
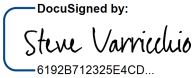
CTAG Opportunity: Students in this pathway may have the opportunity to receive college credit through the CTAG system.

Certificate Of Completion

Envelope Id: 8A98035F-8E3A-8BEC-804A-BD84035C4F58
Status: Completed
Subject: Complete with Docusign: Licking Heights Supply Chain and Logistics 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)
IP Address: 184.58.96.8

Record Tracking

Status: Original
5/28/2026 8:12:54 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: 5/28/2026 8:16:11 AM Viewed: 5/29/2026 6:32:22 AM Signed: 5/29/2026 6:32:52 AM
Electronic Record and Signature Disclosure: Accepted: 5/29/2026 6:32:22 AM ID: 75afc8b8-3934-42ad-83ae-db595b029149		
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:b940:a233:abbf:2639	Sent: 5/29/2026 6:32:53 AM Viewed: 5/29/2026 6:56:51 AM Signed: 5/29/2026 6:57:19 AM
Electronic Record and Signature Disclosure: Accepted: 5/29/2026 6:56:51 AM ID: 6dcb6938-9cac-4850-8701-b784c5672e30		
Gregory Ferenchak ferenchak.7@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by: 808290ADA6EE4C5... Signature Adoption: Pre-selected Style Using IP Address: 2620:0:1a10:7764:68d2:c8a0:da4a:bf28	Sent: 5/29/2026 6:57:21 AM Viewed: 6/1/2026 4:57:02 AM Signed: 6/1/2026 4:57:07 AM
Electronic Record and Signature Disclosure: Accepted: 6/1/2026 4:57:02 AM ID: f753caa8-de3c-41a3-b120-ac3ee53350cf		
Steve Varricchio svarricchio@lhschools.org Security Level: Email, Account Authentication (None)	DocuSigned by:  6192B712325E4CD... Signature Adoption: Pre-selected Style Using IP Address: 69.135.37.194	Sent: 6/1/2026 4:57:08 AM Viewed: 6/1/2026 7:55:28 AM Signed: 6/1/2026 7:55:34 AM
Electronic Record and Signature Disclosure: Accepted: 6/1/2026 7:55:28 AM ID: ce1331a6-e21d-453d-a1be-17c1ac56e89e		

Signer Events	Signature	Timestamp
Dawn McCloud dawn.mccloud@lhschools.org High School Principal Licking Heights Local Schools Security Level: Email, Account Authentication (None)	Signed by: Dawn McCloud CA4235DF4D59463... Signature Adoption: Pre-selected Style Using IP Address: 208.108.139.97	Sent: 6/1/2026 7:55:35 AM Viewed: 6/3/2026 5:08:43 AM Signed: 6/3/2026 5:09:27 AM

Electronic Record and Signature Disclosure:
Accepted: 5/22/2026 9:49:03 AM
ID: bd3d3599-852c-44ae-9f17-48ed615b2e6f

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: 6/3/2026 5:09:28 AM Viewed: 6/3/2026 5:14:41 AM

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Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/28/2026 8:16:11 AM
Certified Delivered	Security Checked	6/3/2026 5:08:43 AM
Signing Complete	Security Checked	6/3/2026 5:09:27 AM
Completed	Security Checked	6/3/2026 5:09:28 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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