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Department of Education & Workforce
Career Pathway Support Networks
Central Region

CENTRAL OHIO TECHNICAL COLLEGE

Bilateral Articulation Agreement

April 29, 2023

Between

Central Ohio Technical College and Tolles Career & Technical Center Cosmetology Program

This agreement, entered into for 2026-2028, is based on a review of the Cosmetology program of study at Tolles Career and Technical 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 Tolles Career & Technical 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.

Eligibility Criteria

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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.

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Articulation Agreement Signatures

Tolles Career & Technical Center

DocuSigned by:
Todd Hoadley
5DB20D9237134FF...
Todd Hoadley
Superintendent — Date: 5/28/2026

Signed by:
Pegeen Cleary-Potts
5D180DB795BC4B5...
Pegeen Cleary-Potts
Director — Date: 5/11/2026

Central Ohio Technical College

Signed by:
Gregory Ferenchak
808296ADA6EE4C5...
Dr. Greg Ferenchak
Provost — Date: 4/29/2026

Signed by:
Marcie Moore
3FC4C252BEB54BA...
Marcie Moore, DM
Dean of Technical Studies — Date: 4/29/2026

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 Tolles Career & Technical 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.		

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Central Ohio Technical College

Instructor Recommendation Form
For
Agreement Between

Central Ohio Technical College **AND** ***Tolles Career & Technical 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.	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: F3617D09-BAA9-889F-8105-5C23C35EB01B
Status: Completed
Subject: Complete with Docusign: Tolles 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
giles.58@mail.cotc.edu
Time Zone: (UTC-08:00) Pacific Time (US & Canada)
IP Address: 64.190.251.131

Record Tracking

Status: Original
4/29/2026 11:23:59 AM
Holder: Carrie Giles
giles.58@mail.cotc.edu
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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: 2620:0:1a10:7722:2532:c36c:7af7:2766	Sent: 4/29/2026 11:27:25 AM Viewed: 4/29/2026 11:49:47 AM Signed: 4/29/2026 11:50:11 AM
Electronic Record and Signature Disclosure: Accepted: 4/29/2026 11:50:11 AM ID: 40ece7e5-2feb-43e7-87a1-ae79a532ee5b		
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: 4/29/2026 11:50:13 AM Viewed: 4/29/2026 1:16:55 PM Signed: 4/29/2026 1:17:02 PM
Electronic Record and Signature Disclosure: Accepted: 4/29/2026 1:16:55 PM ID: 386722c3-1870-4955-87b1-b46c01107f0a		
Pegeen Cleary-Potts pclearypotts@tollestech.com Security Level: Email, Account Authentication (None)	Signed by: Pegeen Cleary-Potts 5D180DB795BC4B5... Signature Adoption: Pre-selected Style Using IP Address: 2603:6014:1c40:30b5:f9c5:f18a:e683:148c	Sent: 4/29/2026 1:17:04 PM Resent: 4/30/2026 10:01:53 AM Resent: 5/1/2026 7:19:53 AM Resent: 5/1/2026 7:20:14 AM Resent: 5/11/2026 9:12:36 AM Viewed: 5/11/2026 4:07:39 PM Signed: 5/11/2026 4:08:01 PM
Electronic Record and Signature Disclosure: Accepted: 5/11/2026 4:07:39 PM ID: e6ad2cd4-fda9-432e-8b7f-3ee477cb56e5		
Todd Hoadley thoadley@tollestech.com Security Level: Email, Account Authentication (None)	DocuSigned by: Todd Hoadley DDB20D9237134EF... Signature Adoption: Pre-selected Style Using IP Address: 64.113.185.225	Sent: 5/11/2026 4:08:03 PM Resent: 5/12/2026 6:18:55 AM Resent: 5/14/2026 6:29:51 AM Resent: 5/19/2026 6:52:33 AM Resent: 5/21/2026 10:43:20 AM Resent: 5/28/2026 8:17:58 AM Viewed: 5/28/2026 12:57:52 PM Signed: 5/28/2026 12:58:00 PM

Signer Events	Signature	Timestamp

Electronic Record and Signature Disclosure:
Accepted: 5/28/2026 12:57:52 PM
ID: f101931b-7975-48e0-ada0-a12f4c5d0c10

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

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/29/2026 11:27:25 AM
Certified Delivered	Security Checked	5/28/2026 12:57:52 PM
Signing Complete	Security Checked	5/28/2026 12:58:00 PM
Completed	Security Checked	5/28/2026 12:58:00 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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