THE ALASKA TECH PREP CONSORTIUM
PROGRAM GUIDELINES FOR TECH PREP

Alaska Tech Prep is a school-to-career strategic partnership between secondary education, post secondary education and business that prepares Alaska's young people for today's skilled workforce. It links student's secondary career and technical education (CTE) programs with postsecondary, apprenticeship or workforce training programs. Students may earn college credit for courses they take while still enrolled in high school and/or receive advance placement in apprenticeships with credit for prior experience. This enables students to transition smoothly, avoid duplication, and successfully acquire an industry recognized certificate, credential or degree.

Key Components

Links student's academic CTE coursework to a career pathway:

in a seamless, non-duplicative career and technical education program of study.

that leads to an industry recognized credential, certificate, degree or apprenticeship.

Utilizes formal written articulation agreements.

Review of articulations occurs annually to ensure the curriculum and assessments are aligned.

This process utilizes 1) partnership, 2) written agreements, 3) career and technical education program of study, and when possible, 4) concurrent credit.

The Alaska Tech Prep Consortium

The Consortium is a collaborative partnership with edu

Alaska Tech Prep Program Courses

Courses included in a Tech Prep program are required courses both academic and technical that are identified in a career and technical education program of study which leads to an industry credential, certificate or degree without duplication or remediation.

Tech Prep credit

Annual renewal for articulated program agreements:

Annual renewal provides an opportunity to review agreements, ensuring the secondary program continues at a high quality and reflects updated curriculum to meet current industry st

APPENDIX

APPENDIX B: GENERAL AGREEMENT
University of Alaska Tech Prep Program

Policies and Procedures
    The following policies and procedures are common across the UA system.
    Each campus may set individual policies regarding registration, articulation, credit, etc.

Definition
The Tech Prep Program is a partnership between University of Alaska (UA), secondary school districts, and other partnership institutions

Credit through the UA Tech Prep program is generally not included in the computation of study load for UA full-time or part-time status.

If the Tech Prep program is delivered collaboratively with UAA, UAF and/or UAS, credit from each participating institution will be counted toward fulfillment of residency requirements.

Credit for partnership courses articulated as UA elective credit will be awarded through the appropriate transfer credit process.

Students may take advantage of the Tech Prep Program while attending the partnership institution or they may request non-concurrent credit from UA, "after the fact", providing the courses were articulated and approved at that campus at the time of completion and the student meets the transfer credit deadline set by that campus/agreement. The process for obtaining credit after the fact is established at each campus.

Grades

Recommended criteria for acceptance in the UA Tech Prep program is a 2.00 or higher GPA at the partnership institution, and a 2.00 or higher cumulative GPA for any courses taken at UA.

The final grade received in the partnership course, taken through the Tech Prep program, will be posted on the student's UA transcript as the final grade in the concurrently registered course unless other grading procedures are specified in the agreement between the partners.

Academic letter grades (A-F) will be included in the student's UAA, UAS or UAF grade point average computation (GPA).

Grades earned in Tech Prep courses can be viewed shortly after the end of the semester at www.uaonline.alaska.edu

Requests for official transcripts of all UA course work, including Tech Prep program courses, must be written and include the signature of the student whose record is being requested. A transcript fee is charged and must be paid in advance.

Articulation of Courses

Articulation is governed by the following guidelines:

Tech Prep courses are those specifically identified and approved through the articulation process to be in alignment with UA courses. However, some partnership courses may be articulated to UA lower division elective credit.

There must be a clearly defined articulation agreement for each related course, based on a set of competencies that will be determined by relevant UA and partnership faculty. Although teaching and testing methods may differ, each course will be subject to the instructional objectives and outcomes of comparable, traditionally taught courses.

Each articulation agreement is unique and will be subject to reconsideration or change each academic year. A comprehensive review will be conducted each year at the request of either party, to be sure industry and performance standards are being met and that any curriculum changes are incorporated into the articulation agreement.

Specific standards and/or criteria required will be reflected in the course articulation agreement.

Tech Prep is designed to recognize quality technical training. Both UA and the partnership institution will continuously maintain high course standards.

NOTE: Not all UA courses are available for articulation through the Tech Prep program.

UA Responsibilities

UA's responsibilities include the following:

To UA community

To inform UA community of the student registration process.

Student Responsibilities
The student's responsibilities include the following:

To inform partnership institution personnel of interest in the UA Tech Prep program.

To complete the required UA forms, and pay the non-refundable fee, if required.

To be aware of and comply with both the partner institution and UA academic polices, regulations, procedures and deadlines associated with the Tech Prep program as well as those reflected in the current UA catalog(s) pertaining to open enrollment, final admission, registration, academic action and certificate or degree completion. See the following:

UAA: (www.uaa.alaska.edu), UAF: (www.uaf.edu), UAS: (www.uas.alaska.edu)

To demonstrate learning skills and satisfactory level of performance in the methods and techniques of the subject, commensurate with the appropriate UA course level (100 or 200 level).

To provide the partnership institution and UA with a signed Authorization to Discuss/Release Educational Information form in order for them to discuss/release information and supply official transcripts reflecting the Tech Prep registration and course completion.

Registration
Registration is governed by the following guidelines:

Students will not be officially registered in the Tech Prep program or at UA until all forms are received and fees paid. Students are held academically and financially responsible for their UA registration. A non-refundable administrative fee of $25 per credit will be charged. The University reserves the right to cancel courses or change its fees at any time.

If, after registering at UA, a student changes plans or is unable to complete the partnership course, the student must officially withdraw from the concurrent UA course(s) prior to the end of the course. A student who does not complete the partnership course and does not withdraw from the concurrent UA course will receive a final grade of "F" or "NP," depending on the grading basis of the UA course.

Students registered through the Tech Prep program, may elect to pay the non-refundable Student Activities Fee for access to available activities and facilities and/or the non-refundable Student Health Center Fee for access to campus health services and programs if they are registered for the number of credits required at each campus to qualify for these benefits.

Students under the age of 18 may be required to get signatures from the student's parent or guardian, school principal and/or counselor, and instructor of the partnership course(s).

NOTE: Registration in the Tech Prep program does not guarantee subsequent formal admission to a UA certificate or degree program.

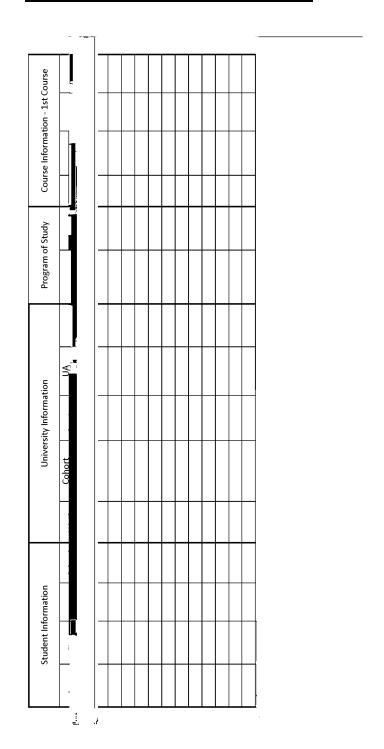Family Educational Rights and Privacy Act (FERPA)
FERPA was designed to protect the privacy of education records. No one outside UA shall have access to, nor will UA disclose any information from, a student's record without the written consent of the student.

APPENDIX C: ARTICULATE D PROGRAM AGREEMENT

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Marine Technology Addendum to PWSCC/VHS Tech Prep Agreement, pg. 2

APPENDIX D: DATA TEMPLATE

Student Information	University Information		Program of Study	Course Information - 1st Course
	Cohort	UA		

APPENDIX F: ALASKA TECH PREP PROGRAM GOALS

Goal 1. Develop Tech Prep programs in high-demand, high-skill career fields, using articulation agreement to link secondary and postsecondary institutions in non-duplicative sequences of courses, and providing possibilities for concurrent enrollment.

    1.1 Expand Tech Prep programs statewide

    1.1.2 Continue to support CRCD's TTEP grant efforts to delivery instruction via distance for Allied Health and other growth areas.

    1.1.3 Explore district alliances and continue to share Tech Prep materials and best practices in rural sites.

    1.1.4 Explore mentoring and resource structures that will develop and strengthen sustainable CTE & Tech Prep p

    1.1.5 Continue to examine Tech Prep program policies and adopt consistent policies that support student success. 1 Utilize business and industry apprenticeship articulations and relationships such as the Anchorage School District to develop a model for extending apprenticeship opportunities and programs.

    1.2 Expand articulation with apprenticeship programs.

    1.2.1 Utilize business and industry apprenticeship articulations and relationships such as the Anchorage School D develop a model for extending apprenticeship opportunities and programs

    1.2.2 Gather follow-up data on students who participated in school to apprenticeship programs.

Goal 2. Work with postsecondary, apprenticeship and secondary educational institutions to develop Tech Prep Programs of Study that builds student competence in technical skills and in core academic subjects through applied, contextual, and integrated instruction in a coherent sequence of courses that result in an industry-recognized credential, certificate or degree in a specific career field.

    2.1 Identify strategies to address academic preparation of tech prep students for the programs in which they are earning college credits/advanced standing

    2.1.1 Continue to support assessments that measure academic preparation of Tech Prep students, i.e., Accuplace WorkKeys.

    2.2 Review Plans of Study and support the inclusion of the academic and technical standards within a program's career cluster.

    2.2.1 Continue to include and review Plans of Study in the articulation process.

    2.2.2 Assist EED in the implementation and integration of All Aspects of Industry and the inclusion of academic a technical standards within a program's career cluster.

    2.2.3 Determine how Consortia staff can assist EED to identify district's status in the development and use of Plans of Study and disseminate Best Practices.

    2.2.4 Support use of contextual and applied curricula and instruction by gathering best practices of contextual teaching and learning and reporting those practices via the web site, newsletter, and work sessions.

Goal 3. Develop Tech Prep programs that involve all the participants in the Consortia in programs that facilitate non-duplicative student progress without the need for remediation, including utilization of work-based and work site learning in conjunction with business and all aspects of industry, and use of educational technology and distance learning, as appropriate.

    3.1   Review Tech Prep programs for all aspects of an industry and work-based learning opportunities.

    3.1.1 Assist EED in the implementation and integration of All Aspects of Industry into the curriculum.

    3.1.2 Assist school districts in identification of regional work-based learning activities and how the work-based learning experiences relate to their CTE programs. Disseminate information to the Consortia and CTE educators

    3.1.3 Continue to facilitate opportunities and develop articulations with business/industry and districts for utilization of work-based and work site learning, combined with educational technology and/or distance learning, as appropriate.

    3.2   Use technology to provide students access to web-based information from business and industry.

    3.2.1 Update AK Tech Prep Website with information useful to students, CTE teachers and business partners.

Goal 4. Provide career pathway related in-service training for teachers, faculty, administrators and counselors, including support
    for the use of web-based curriculum, assessments, and career planning information.

4. 1 Conduct professional development training.

4.1.1 Provided information and training at state and professional conferences, including Tech Prep work sessions.

4.2 Use educational technology and alternative learning to more fully involve all consortium members.

4.2.1 Encourage teachers, administration & counselors to stay current with resources available for developing car pathways including the needs, expectations, ships, and industry recognized certification

Goal 5. Provide equal access to members of special populations and develop Tech P

Collect and disseminate Tech Prep information to key stakeholders

Inventory Tech Prep and Career and Technical Education programs statewide, and maintain records, monitor trends and impact of Tech Prep efforts

Consortium Statewide Tech Prep Staff Service area:

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