

INSTITUTIONAL ARTICULATION AGREEMENT

Between

Penn Commercial Business/Technical School

And

Fayette County Career and Technical Institute

I. Statement of Purpose

The purpose of this articulation agreement is to provide a mechanism that will enable students enrolled in secondary institutions to enroll in Penn Commercial Business/Technical School and receive post-secondary credit for competencies achieved. Based upon mutual concern for providing programs that integrate experiences at the secondary and post-secondary level, *Penn Commercial Business/Technical School* and *Fayette County Career and Technical Institute* subscribe to the following agreement.

II. Criteria for Receiving Articulated Credit at Penn Commercial Business/Technical School

- A. Secondary institution has a signed course articulation agreement with Penn Commercial Business/Technical School.
- B. Student is accepted and has enrolled at Penn Commercial Business/Technical School into a certificate, diploma, or degree program within one (1) year following the successful completion of his/her secondary education.
- C. Student has graduated from the participating secondary institution and submitted his/her transcript to Penn Commercial Business/Technical School as proof of course requirement completions (official transcripts must be mailed from the secondary institution directly to Penn Commercial Business/Technical School).
- D. Articulation credit will not be granted if the student does not have an equivalent or comparable post-secondary course on his/her transcript.
- E. Only those courses equivalent to Penn Commercial Business/Technical School course(s) will be accepted for articulation. Equivalent courses must also be of a minimum of .5 credits.
- F. Student must have achieved a grade of "B" or better in each course to be articulated, been recommended by a high school guidance counselor, and have completed the competencies identified for the Penn Commercial Business/Technical School course.
- G. Any required proficiency examinations must be completed prior to the student's start date at Penn Commercial Business/Technical School. Students will also need to score 75% or above on a required proficiency examination. Prior to the student's start date at Penn Commercial and within one (1) year following the completion of his/her secondary education, proficiency examinations may be taken at no additional cost to the student. After a student has begun classes at Penn Commercial Business/Technical School, a fee will be charged per course credit for the proficiency examination.
- H. Student should be aware that course exemptions could have an impact on financial aid resources if course load falls below 12 credits per quarter.

- I. **Vocational Students Only:** Student's requesting 'advanced standing' from a comparable secondary vocational program to a Penn Commercial Business/Technical School program (i.e. -- Heating, Ventilation Air-Conditioning and Refrigeration (HVAC-R); Electrician; Computer Aided Drafting and Design (CADD); Welding Technology, Information Technology and Security; Cosmetology; and Medical programs) will be asked to interview with the Penn Commercial Business/Technical School department head to evaluate competency in the field prior to the determination and approval of level for advanced standing. Penn Commercial Business/Technical School department head may also request the student to take a proficiency examination, provide a portfolio and/or demonstrate skill(s).

III. Recording of Credit

Credit(s) for articulated secondary educational courses will be recorded on the post-secondary transcript by the Penn Commercial Business/Technical School equivalent course title and credit hours with the grade designation of "T". The grades and credits will not be used in computing the student's cumulative GPA.

IV. Cost

There will be no charge for post-secondary credit awarded through this agreement. There is also no charge for any required proficiency examinations prior to a student's start date at Penn Commercial Business/Technical School.

V. Admission to the School

Students completing the requirements outlined in this agreement will be considered for school admission on the same basis as every other applicant.

VI. Review of Agreement

This Agreement shall be effective from the date of affixing signatures and shall be valid for two (2) years from the date of origination. An informal annual review of the articulation agreement will be conducted. The agreement may be amended at any time by mutual consent of the signing parties or their designees.

VII. Termination of Agreement

This agreement will be in effect unless either institution notifies the other in writing to terminate this agreement. The agreement becomes null and void upon termination of the secondary/post-secondary program.

VIII. Courses Accepted for Articulation Credit

See Attachment A

ATTACHMENT A

Welding Technology

Penn Commercial courses that will receive transfer of credit from FCCTI

WT111	Welding Safety, Tools and Equipment	50 hours/ 4 credits
WT102	Introduction to Blueprint Reading for Welders	60 hours/ 6 credits
WT116	Introduction to Layout and Fabrication	110 hours/ 6 credits

Students may take a welding test for the following courses, and if their work meets Penn Commercial's standards they may test out of the course:

WT113	Introduction to Shielded Metal Arc Welding (SMAW)	110 hours/ 6 credits
WT114	Introduction to Gas Metal Arc Welding (GMAW)	110 hours/ 6 credits
WT224	Introduction to Gas Tungsten Arc Welding (GTAW)	110 hours/ 6 credits
WT115	Introduction to Flux Cored Arc Welding (FCAW)	110 hours/ 6 credits

Cosmetology

Penn Commercial's Cosmetology program utilizes an exclusive Toni & Guy curriculum. The method of teaching is quite different from most cosmetology school, as is the order the skills are taught.

Penn Commercial Business/Technology School accepts up to 350 transfer hours based on the individual's earned hours on transcripts and assessment of proficiency.

Proficiency is determined by the Director of the Cosmetology Academy upon completion of an interview, transcript review and the Director's recommendation. These items will determine the exact number of hours accepted for transfer into the Penn Commercial Business/Technical School's Cosmetology program.

The 350 transferable hours are broken down as follows:

CST3000 – Senior B Module –	72 clinic hours
CST3001 – Graduating Senior A	139 hours
CST3002 – Graduating Senior B	<u>139 hours</u>
	350 hours

Heating, Ventilation, and Air Conditioning

HT105 Tools and Equipment Overview, 50 hours, 3 Quarter Credits

Medical Assistant

MD206 Clinical Assisting I, 50 hours, 3 Quarter Credits

Information Technology and Security

BA209 Customer Service, 50 hours/ 4 credits

Electrician

EL210 Alternative Energy, 70 hours/5 credits

Fayette County Career and Technical Institute

Cynthia A. Shaw PhD Date: 9-17-21
Authorized Signature – Fayette County Career and Technical Institute

Print name: Cynthia A. Shaw PhD Title: Executive Director

Penn Commercial Business/Technical School

Anita Rossell Date: 9/24/21
Authorized Signature – Penn Commercial Business/Technical School

Print name: Anita Rossell Title: Director of Education

Fayette County Career and Technical Institute

Cynthia A. Shaw, PhD Date: 9-17-21
Authorized Signature – Fayette County Career and Technical Institute

Print name: Cynthia A. Shaw, PhD Title: Executive Director

Penn Commercial Business/Technical School

Date: _____
Authorized Signature – Penn Commercial Business/Technical School

Print name: Anita Rossell Title: Director of Education