

# Dual Enrollment Articulation Agreement Submission Site

## Submitter:

Agreement Effective Date: 9/8/2020

## Representing:

Career and Technical Center:                      Treasure Coast Technical College

<b>District(s) the Agreement(s) include</b>
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Indian River County Schools
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Type of Dual Enrollment Articulation Agreement for Submission

Public Postsecondary Institution – School District

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## (A) Public Postsecondary Institution Agreement with Public School Districts

Each district school superintendent and each public postsecondary institution president shall develop a comprehensive dual enrollment articulation agreement for the respective school district and postsecondary institution. The superintendent and president shall establish an articulation committee for the purpose of developing the agreement. Each state university president may designate a university representative to participate in the development of a dual enrollment articulation agreement. A dual enrollment articulation agreement shall be completed and submitted annually by the postsecondary institution to the Department of Education on or before August 1.

1. A ratification or modification of all existing articulation agreements.

This Dual Enrollment Agreement (“Agreement”) is entered into by the School Board of Indian River County, Florida (“School Board”) on behalf of Treasure Coast Technical College, Sebastian River High School, Vero Beach High School and Indian River Charter High School for the provision of career and technical dual enrollment articulation sponsored by the School Board.

1. Term. This Agreement shall be effective on the last date approved by any party and shall expire at the completion of the 2020/2021 fiscal year. The parties may renew this Agreement on an annual basis.

2. Review. The parties shall periodically review this Agreement and propose revisions as needed to address mutual interests and/or concerns.

3. Termination. Any party shall have the right to terminate this Agreement upon 90 days’ prior written notice to the other parties to the Agreement.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

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## 4. Notice to Students and Parents.

- a. Information regarding career dual enrollment can be viewed on the Treasure Coast Technical College website at: [https://tctc.indianriverschools.org/our\\_programs/career\\_dual\\_enrollment](https://tctc.indianriverschools.org/our_programs/career_dual_enrollment)
- b. Annual attendance by Treasure Coast Technical College at school district guidance counselor meetings to update and inform high school counselors of CTE dual enrollment opportunities for students.
- c. Dual Enrollment opportunities are shared at the high schools through the following means: guidance registration packets, links on the school guidance website, social media, flyers, and direct meetings with students.
- d. Information sessions held at Treasure Coast Technical College during the spring semester of each academic year.

## 3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

### 12. Available Courses/Programs. Programs available for career dual enrollment for the 2020/2021 fiscal year are as follows:

#### a. J400400 - Applied Welding Technologies

OCP Course Number Course Title Length High School Credit

A PMT0070

Welder Assistant 1 150 hours 1

PMT0071

Welder Assistant 2 150 hours 1

B PMT0072

Welder, SMAW 2 150 hours 1

PMT0073

Welder SMAW 150 hours 1

C PMT0074

Welder 450 hours 3

AWELD011 AWS Certified Welder - SMAW Pipe American Welding Society

#### b. H170690 – Nursing Assistant Articulated

OCP Course Number Course Title Length High School Credit

A HSC0003

Basic Healthcare Worker 90 hours .5

B HCP0121 Nursing Assistant 75 hours .5

FDMQA002 Certified Nursing Assistant (CNA) Florida Department of Health

#### c. H170302 – Phlebotomy

OCP Course Number Course Title Length High School Credit

A HSC0003

Basic Healthcare Worker 90 hours .5

B MEA0520 Phlebotomist 75 hours .5

NATHA007 National Healthcareer Association Phlebotomy Technician Certification

## 4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

### 5. Enrollment Process.

#### a. Students must fill out the TCTC dual enrollment application which can be accessed online at:

[https://tctc.indianriverschools.org/our\\_programs/career\\_dual\\_enrollment](https://tctc.indianriverschools.org/our_programs/career_dual_enrollment).

b. The application must be signed by student and submitted to the student's Guidance Counselor for review to determine if the student meets the academic and behavior eligibility requirements for career dual enrollment and for approval to enroll. High school guidance counselors are responsible for assisting the student to identify post-secondary CTE programs and course that also meet high school graduation requirements. The application is then submitted to the Career and Technical Education Advisor TCTC for review.

c. Upon acceptance, the student will be registered into the first course by their high school guidance counselor.

d. For fall semester dual enrollment, the application is due by the 2nd Monday in April. For spring semester dual enrollment, the application is due by the 2nd Monday in November.

## 5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

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## 13. Student Eligibility Requirements.

a. Enrolled as a student in an Indian River County high school.

b. Have a 2.0 unweighted high school grade point average (GPA) based on eleven high school credits.

c. In order to maintain continued eligibility student must maintain a 2.0 unweighted GPA in high school, as well as a 2.0 in their career dual enrollment program.

d. For Career and Technical Education, section 1004.91, Florida Statutes, Career-Preparatory Instruction requires students who enroll in a program offered for career credit of 450 hours or more to complete an entry-level examination within the first six weeks after admission into the program. The examination is designed to assess student mastery of basic skills. Students who do not achieve the minimum level of basic skills required for completion (final OCP) from his or her CTE program will not be awarded a Career Certificate of Completion. If the student successfully completes his or her coursework, does not meet the basic skills requirements for completion from the final OCP of the program (pre- and post-testing), takes and passes a related licensure exam identified by the Florida Department of Education (FDOE), Division of Career and Adult Education (DCAE), the student shall be counted as a completer and does not have to be retested on one of the basic skills examinations. This provision includes students who are dually enrolled.

e. Cannot be scheduled to graduate from high school prior to the completion of the dual enrollment course.

f. May not have been recommended for expulsion or expelled from a public high school where the student attends or attended. Students who are already enrolled in dual enrollment courses prior to being recommended for expulsion or being expelled may be permitted to finish the course they are already in, but they may not be permitted to enroll in or register for additional courses.

g. May not be placed at an alternative school for behavioral or disciplinary reasons or due to a safety concern. Students who are already in dual enrollment courses prior to being placed in an alternative school may be permitted to finish the course they are already enrolled in, but they may not be permitted to enroll in or register for additional courses.

h. Students who are placed in an alternative school setting for reasons other than behavioral or disciplinary-related issues may be enrolled in dual enrollment classes if the Superintendent recommends such enrollment and provides documentation supporting the recommendation for the student.

i. Students may lose the opportunity to participate in the dual enrollment program if they are found to be in violation of the Indian River School District Student Code of Conduct. Treasure Coast Technical College Career Dual Enrollment rules and expectations are outlined in writing online at: [https://tctc.indianriverschools.org/our\\_programs/career\\_dual\\_enrollment](https://tctc.indianriverschools.org/our_programs/career_dual_enrollment). The form must be signed by both parent and student and turned into TCTC prior to

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

12. Available Courses/Programs. Programs available for career dual enrollment for the 2020/2021 fiscal year are as follows:

a. J400400 - Applied Welding Technologies

OCP Course Number Course Title Length High School Credit

A PMT0070 Welder Assistant 1 150 hours 1

PMT0071 Welder Assistant 2 150 hours 1

B PMT0072 Welder, SMAW 2 150 hours 1

PMT0073 Welder SMAW 150 hours 1

C PMT0074 Welder 450 hours 3

AWELD011 AWS Certified Welder - SMAW Pipe American Welding Society

b. H170690 – Nursing Assistant Articulated

OCP Course Number Course Title Length High School Credit

A HSC0003 Basic Healthcare Worker 90 hours .5

B HCP0121 Nursing Assistant 75 hours .5

FDMQA002 Certified Nursing Assistant (CNA) Florida Department of Health

c. H170302 – Phlebotomy

OCP Course Number Course Title Length High School Credit

A HSC0003

Basic Healthcare Worker 90 hours .5

B MEA0520 Phlebotomist 75 hours .5

NATHA007 National Healthcareer Association Phlebotomy Technician Certification

7. A description of the process for informing students and their parents of college-level course expectations.

9. Student Expectations. Career Dual Enrollment rules and expectations are provided to students and parents during the enrollment process and can be found on the website at: <https://tctc.indianriverschools.org/common/pages/DisplayFile.aspx?itemId=4215116>

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8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

N/A

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

## 5. Enrollment Process.

a. Students must fill out the TCTC dual enrollment application which can be accessed online at:

[https://tctc.indianriverschools.org/our\\_programs/career\\_dual\\_enrollment](https://tctc.indianriverschools.org/our_programs/career_dual_enrollment).

b. The application must be signed by student and submitted to the student's Guidance Counselor for review to determine if the student meets the academic and behavior eligibility requirements for career dual enrollment and for approval to enroll. High school guidance counselors are responsible for assisting the student to identify post-secondary CTE programs and course that also meet high school graduation requirements. The application is then submitted to the Career and Technical Education Advisor TCTC for review.

c. Upon acceptance, the student will be registered into the first course by their high school guidance counselor.

d. For fall semester dual enrollment, the application is due by the 2nd Monday in April. For spring semester dual enrollment, the application is due by the 2nd Monday in November.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

N/A

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

N/A

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

## 16. High School Responsibilities.

a. The high school guidance counselors are responsible for determining if the student meets the academic and behavior eligibility requirements.

b. The high school guidance counselors are responsible for assisting the student to identify post-secondary CTE courses and programs that also meet high school graduation requirements.

c. The high school guidance counselors are responsible for monitoring students to ensure they are maintaining GPA requirements for dual enrollment.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

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## 17. Responsibilities of The Treasure Coast Technical College.

- a. Ensure dual enrollment students are properly scheduled and identified in the district student information system.
- b. Basic Skills Examination required for programs of 450 hours or more will be administered by staff at Treasure Coast Technical College.
- c. Students will be made aware of their academic progress through a progress report. Treasure Coast Technical College will post grades for courses taken on in the student information system. Final career dual enrollment grades will be reflected on the high school student's semester report cards generated by the school district student information system.
- d. Provide dual enrollment students with use of all Treasure Coast Technical College academic support resources.
- e. A passing grade of 76% or higher indicates mastery of the performance standards for the course.
- f. The Principal or designee shall have the responsibility for the selection of textbook and course materials in accordance with this agreement.
- g. All textbooks and reusable course materials are property of Treasure Coast Technical College and must be returned to the school by the student using the course materials.

## 14. A funding provision that delineates costs incurred by each entity.

### 18. Funding.

- a. As required by the Florida Legislature, the BOARD shall pay Treasure Coast Technical College the district standard tuition rate per clock hour from funds provided in the Florida Education Finance Program when dual enrollment course instruction takes place on TCTC's campus.
- b. Students receiving instruction under the provisions of this agreement shall be exempt from the payment of all application, registration, matriculation, book and laboratory fees to Indian River County School District or Treasure Coast Technical College. The exemption from book fees pertains to Indian River County Public School and home-schooled students and but not private school students.

## 15. Any institutional responsibilities for student transportation, if provided.

19. Student Transportation. Transportation is available to Treasure Coast Technical College from the student's home high school. Arrangements for transportation are coordinated by the high school guidance counselor and Treasure Coast Technical College CTE Advisor. Transportation home is the responsibility of the student.

## 16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)

(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.

20. Services/Resources for Students with Disabilities. Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. The College and High School will work in cooperation to provide the appropriate services the student will need based on the delivery mode of the course.