Ohio College **Tech Prep**
Building Quality Career Pathways

Northeast Regional Center
Accessing Credit

	Kent State University	Stark State College
Required Forms	Articulation Credit Application (ACA) Can be accessed at www.kent.edu/techprep or from HS instructor or school counselor	Articulation Agreement Can be accessed at www.starkstate.edu/admissions/techprep Or www.starkstate.edu Academics /Outreach Programs
Required Documentation	Complete Kent State University Application then submit: Completed ACA form Final HS transcript Any additional documentation required by the articulation agreement (i.e. proof of passage of certificate programs etc.)	Complete Stark State Application then submit: Completed Articulation Agreement Final HS transcript Portfolio of work
When To Access Credit	Immediately following HS graduation and prior to fall semester of that year. Students have 15 months after high school graduation to finalize paperwork.	Immediately following HS graduation and prior to Fall semester start of that year.
Steps to Access Credit	1. Complete ACA form. 2. Submit ACA to HS CTP instructor. 3. Complete admissions process to KSU. 4. Complete HS transcript release form. 5. HS mails ACA and final HS transcript to NERC office. 6. ACA verified and approved and submitted to KSU Transfer Office. 7. Student notified when credit has been processed.	1. Complete Articulation Agreement. 2. Submit to HS CTP Teacher. 3. Complete HS transcript release form. 4. Schedule interview with Business Entrepreneurial Studies or Information Technologies Division, to receive credit. 5. Enroll in and successfully complete at least one SSC course within one year of high school graduation. 6. Verify SSC transcript for articulated courses upon completion of first SSC semester.
Contact Information	Jennie Koch 330.672.5863 jroyer5@kent.edu	Shelly McCombs 330.494.6170 x4361 smccombs@starkstate.edu

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Please note: Potential credit may be available at one or more of the higher education institutions listed and is based on the individual program.

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	The University of Akron	**Youngstown State University**
Required Forms	Articulation Credit Application (ACA) Can be accessed from Career Technical Center/High School	Articulation Credit Application (ACA) Can be accessed from career technical center/high school
Required Documentation	Complete The University of Akron application and then submit: Completed ACA Form Final Transcript Any additional documentation required by the program specific articulation agreement (i.e. proof of passage of certificate programs etc.)	Complete Youngstown State University application and then submit: Completed ACA Form Final HS Transcript Any additional documentation required by the articulation agreement (i.e., proof of passage of certificate programs, etc.)
When To Access Credit	Students have 15 months after high school graduation to finalize the paperwork.	Students have 15 months after high school graduation to finalize the paperwork
Steps to Access Credit	1. Complete ACA Form. 2. Submit ACA to HS CTP instructor. 3. Complete admissions process to UA. 4. Complete HS Transcript release form. 5. HS mails ACA and final HS transcript to Kelly Herold at The Univrsity of Akron Akron, Ohio 44325-6001. 6. Student notified with approval/denial of credit.	1. Student must enroll full-time in fall/spring semester in pathway 2. Complete ACA Form – Section One Only. 3. Complete HS Transcript Release Form. 4. HS mails ACA (sign Section Two Only) and final transcript to NERC office. 5. Student notified with approval/denial of credit. 6. ACA verified, approved, and submitted to YSU Records Office for posting
Contact Information	Kelly Herold 330.972.8832 kherold@uakron.edu	Sharon Schroeder 330.941.2445 sjschroeder@ysu.edu

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	Lakeland Community College	Lorain County Community College
Required Forms	Lakeland Community College application and Lakeland Articulation Agreement. Both can be accessed at: http://www.lakelandcc.edu/web/about/tech-prep-articulation-agreement	Instructor Sign Off Form (ISO) – completed by instructor
Required Documentation	Complete Lakeland Community College application then submit: Lakeland Articulation Agreement, any certifications required by agreement and final high school transcript.	Complete Lorain County Community College application and then submit: Final High School Transcript Any additional documentation required by the articulation agreement (i.e. proof of passage of certificate programs, etc.)
When To Access Credit	Students must access credit within 2 years of high school graduation.	Students have 2 years after high school graduation to finalize the Tech Prep paperwork and attend classes at LCCC. Credit expires after two years.
Steps to Access Credit	1. Complete Lakeland Application 2. Complete Lakeland Articulation Agreement 3. Request high school transcript be sent to Lakeland Tech Prep Office 4. Eligible students will receive an unofficial Lakeland transcript by mail showing the credits 5. If attending a college other than Lakeland, students must request an official transcript be sent to receiving institution	1. Instructor completes ISO form and mails to Tech Prep Office at LCCC in June. 2. Student completes LCCC application (if not completed while in high school). 3. Student sends final high school transcript to LCCC Tech Prep Office immediately after graduation. 4. Credit is posted on an LCCC transcript in mid-July. 5. Student enrolls in classes at LCCC or requests an LCCC transcript to be sent to another institution.
Contact Information	Chris Riley 440.525.7493 criley@lakelandcc.edu	Deanna Strauss 440.366.7625 dstrauss@loraincc.edu

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	Tri-C	North Central State College
Required Forms	1. Cuyahoga Community College application 2. Articulation agreement www.tri-c.edu/techprep 3. Official high school transcript	Instructor Sign Off Form (ISO) – completed by instructor
Required Documentation	1. Cuyahoga Community College application 2. Articulation agreement www.tri-c.edu/techprep 3. Official high school transcript Eligibility is determined by the students' official high school transcript and others stated on the specific articulation agreement.	Complete North Central State College application and then submit a final high school transcript along with any additional documentation required by the articulation agreement (i.e. proof of passage of certificate programs, etc.).
When To Access Credit	Students have one year from high school graduation to complete the necessary steps to apply for the articulation agreement.	Students must access credit within 2 years of high school graduation.
Steps to Access Credit	TO RECEIVE CREDIT A STUDENT MUST: 1. Complete the approved program & graduate high school 2. Earn a 2.75 GPA om the approved Tech Prep program 3. Earn a 2.0 cumulative GPA in grades 9-12 4. Complete a Cuyahoga Community College application 5. Submit a completed articulation agreement to the Tech Prep office 6. Send an official, final high school transcript to the Tech Prep office 7. Steps 1-6 MUST be completed ONE YEAR from high school graduation	8. Instructor completes ISO form and mails to the Records Office at NCSC. 9. Student completes NCSC application (if not completed while in high school). 10. Student sends final high school transcript to the Office of Admission immediately after graduation. 11. Credit is posted on an NCSC transcript in mid-July. 12. Student enrolls in classes at NCSC.
Contact Information	Jamie Bollinger 216.987.4987 Jamie.Bollinger@tri-c.edu	Greg Timberlake 419.755.4740 Gtimberlake@ncstatecollege.edu

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