

# Tech Prep Program

## Yuba Community College District (YCCD)

### Tech Prep Articulation/Credit by Examination Agreement Process High School/ROP Instructors and YCCD Faculty



#### Request to Articulate Submitted by High School/ROP Instructor

High School/Regional Occupational Program (ROP) instructors interested in articulating a course complete a 'Tech Prep Articulation/Credit by Examination Agreement' form and submit it to the Tech Prep Office, along with a copy of the course outline, textbook/software information and **final exam**.



#### Request to Articulate is Forwarded to YCCD Faculty

Tech Prep Articulation documents are forwarded to the appropriate YCCD faculty for review.



#### Request to Articulate is Reviewed

YCCD faculty review submitted documents.



#### Status of Agreement

YCCD faculty decide the status of the agreement: approved, pending or denied. If approved, faculty stipulate the credit by examination criteria. If the agreement is pending, YCCD faculty recommend changes to be made. If denied, the reason for denial is stated.



#### Agreements are Returned to the Tech Prep Office

All documentation is returned to the Tech Prep Office for further processing.



#### High School/ROP Instructor is Informed of the Decision

An e-mail or letter is sent to the requesting High School/ROP instructor regarding the status of the agreement. Approved agreements go into effect and letters of approval are sent to the High School/ROP instructor, Principal and ROP Director (if applicable).



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