

# Name of High School



In agreement with the POS Perkins Statewide Articulation Agreement  
and the Pennsylvania Department of Education/Bureau of Career and Technical  
Education

## Name of Career and Technical Education Program

### CIP Code

Program of Study Completion Packet for:

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Class of \_\_\_\_\_

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Name of Teacher

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Name of Director

**To Receive Statewide Articulated College Credit through Pennsylvania's  
Bureau of Career and Technology, students must:**

- A. Earn a high school diploma, achieving a minimum 2.5 GPA (grade point average) on a 4.0 scale in the technical course **AND** complete the Secondary School component of the approved PDE Program of Study.
- B. Achieve competent or advanced level on the Secondary School End-of-Program assessment (NOCTI Exam) that is applicable to the approved PDE Program of Study.
- C. Achieve proficiency on all of the approved PDE Program of Study Secondary Competency Task List.
- D. Furnish necessary documentation to the Postsecondary Institution. (\*Documents should be student specific and verify that student meets all secondary requirements of the approved PDE Program of Study.)
- E. Necessary documentation includes the following:
  - a. High School Diploma;
  - b. Official Student Transcript;
  - c. Secondary Competency Task List with signature of secondary school instructor(s);
  - d. PA Certificate of Competency or PA Skills Certificate in technical program area; and
  - e. Industry Certifications earned (if applicable).
- F. The student has three years from their date of graduation to apply and matriculate into the related CTE program at a partnering postsecondary institution to receive credit.

## **Student Specific Documentation: Secondary Competency Task List**

The following student qualifying for articulated credit under the Perkins Statewide Articulation Agreement has achieved proficiency on all of the approved PDE Program of Study Secondary Competency Task List items. Secondary Competency Task List is attached.

**Student Name:** \_\_\_\_\_

**Program of Study Name:** \_\_\_\_\_

**Program of Study CIP number:** \_\_\_\_\_

**Instructors' signatures:** \_\_\_\_\_

**Instructor's Name (Print):** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**School Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**School telephone number:** \_\_\_\_\_



## POS Perkins Statewide Articulation Agreement Documentation Coversheet

Student Name:	
Secondary School Name and Address:	
CTE Program of Study:	CIP Program Name:
<b>____ 1. CAREER AND TECHNICAL EDUCATION</b> <b>Technical Core Courses</b> List Technical Core Course only below:	<b>____ 2. End of Program Assessment</b>
Grade 9	Check the appropriate certificate earned by this student on the CIP end of program assessment. (Attach.)  ____ Pennsylvania Skills Certificate (or) ____ Pennsylvania Certificate of Competency
Grade 10	
Grade 11	
Grade 12	
	<b>____ 3. Secondary Competency Task List</b> Signed by program instructor (attach)
	<b>____ 4. Industry Certification(s) if applicable (attach)</b>
<b>Overall Grade Point Average Technical Core Courses:</b>  ____/4.0 Equate to GPA based on 4.0 Scale	Secondary School Representative (Individual attesting to document verification)  Signature: _____  Print Name: _____  Title: _____  Date: _____
<b>Send official transcript and a copy of student diploma to postsecondary institution where student is making application for admission.</b>	

## Student Reminders:

- Do you have your necessary documentation collected?
  - High School Diploma
  - Official Student Transcript
  - Secondary Competency Task List with signature of secondary school instructor(s)
  - PA Certificate of Competency or PA Skills Certificate in technical program area; and
  - Industry Certifications earned (if applicable)
- Have you made copies of this documentation for your records?
- This agreement is only available for 3 years, so in order to take advantage of the Statewide Articulation credits, you must enroll and matriculate within 3 years of graduating from Career and Technical Education Program.
- Once you are accepted at a post secondary institution, no matter WHERE YOU GO, be sure to contact the appropriate admissions offices to find out where to send you documentation PRIOR to enrolling for your classes to ensure that you don't take classes for which you have already received college credit!

Contact the Office of College Pathways with your completed documents.

*Office of College Pathways, HACC*

*Cooper 217D*

*Harrisburg, PA 17110*

*Phone: 717-736-4112*

*Email: [megrist@hacc.edu](mailto:megrist@hacc.edu)*