Career Pathway Agreements with District
School Board of Hamilton County
Career Pathways: High Schools & RIVEROAK Technical College

2016-2017
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Articulation is a method of granting Post-Secondary Adult Vocational (PSAV) clock hours earned while completing a Secondary Career and Technical Education course learning and skills accomplished as part of secondary school instruction. Each school district and RIVEROAK Technical College (RTC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

RTC will work with the school district to establish Career Pathways to serve Career and Technical Education (CTE) students. Additional agreements may be developed during the year, and this agreement will be amended as those agreements are completed.

**Student Qualifications**
Students must meet all RTC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 3.0 (on a 4.00 scale) or better.

2. Completion of RIVEROAK Technical College placement testing requirements.

3. Must be a graduate from secondary school no more than 18 months prior to enrollment at RIVEROAK Technical College.

4. Enrollment in a certificate program appropriate to the PSAV clock hours shall be awarded upon completion of the program’s entrance examination (if required) or verification of an industry certification earned (prior to enrollment).

**Procedure**

1. Secondary school guidance departments shall provide evidence of program completion and additional requested information to the RTC’s Career Pathways contact. Evidence may include: official student transcripts, student report cards and/or applicable nationally recognized industry certifications.

2. RTC’s Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the secondary school guidance department contact informing students of the Career Pathway articulation agreement opportunities.

3. High school credit earned under this articulation agreement will be entered into the student's record after the student has completed 150 PSAV clock hours in the program in which the certificate is to be awarded.
4. Comprehensive exams may be completed by students who have not earned the industry certification associated with the program of study.

5. A letter grade for the course will be assigned by the RIVEROAK Technical College based on the student's performance on the student competency exam.

Conditions of Agreement

1. District School Board of Hamilton County faculty members and RTC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.

2. District School Board of Hamilton County and RTC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.

3. District School Board of Hamilton County and RTC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.

4. RTC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either District School Board of Hamilton County or RIVEROAK Technical College through providing thirty (30) days' notice. In the event of a termination, both agencies agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at RTC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Director, RIVEROAK Technical College; Coordinator of Career and technical Education, District School Board of Hamilton County; the North Florida Career Pathways Coordinator and others as so designated.
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<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>OTA 0030</td>
<td>Digital Production Assistant ACP A</td>
</tr>
<tr>
<td>OTA 0040</td>
<td>IT Tech Assistant ACP A</td>
</tr>
<tr>
<td>OTA 0050</td>
<td>Design 150 Hours</td>
</tr>
<tr>
<td>HMW 0100</td>
<td>Food Preparation (300 hours)</td>
</tr>
</tbody>
</table>

### GPA Requirements
- GPA of "C" or higher in all academic and technical core courses.
- GPA of "C" or higher in each class in the Technical Core.
- Student must receive a grade of "B" or better in each class.

### Credit Requirements
- GPA of "C" or higher in all academic and technical core courses.
- GPA of "C" or higher in each class in the Technical Core.
- Student must receive a grade of "B" or better in each class.

### Assessment
- Assessment of high school career pathways.
- Assessment of articulation credit.

### Certification
- Certificate in Study/Program of RIC.

### Additional Requirements
- Adobe Dreamweaver Office Specialist.
- Adobe Photoshop Office Specialist.
- Microsoft Office Specialist.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>OCP C</td>
<td>Medical Office Tech Assistant</td>
<td>150 hours</td>
<td>GPA of &quot;C&quot; or higher. All students must complete all core courses.</td>
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<tr>
<td>OCP B</td>
<td>ITA 004: Front Desk</td>
<td>0 hours</td>
<td>GPA of &quot;C&quot; or better in each class. Student must receive a grade of &quot;B&quot; or better in each course.</td>
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<tr>
<td>OCP A</td>
<td>ITA 004: Intro to Tech</td>
<td>150 hours</td>
<td>Completion of the high school program of study.</td>
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<tr>
<td>OCP B</td>
<td>OCP B Production Assistant</td>
<td>150 hours</td>
<td>GPA of &quot;C&quot; or better in each class. Student must receive a grade of &quot;B&quot; or better in each course.</td>
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<tr>
<td>OCP A</td>
<td>OCP A Design</td>
<td>150 hours</td>
<td>Completion of the high school program of study.</td>
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**Specialists - PSAV**

<table>
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<th>Course Code</th>
<th>Course Title</th>
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<td>MICRO0099</td>
<td>Microsoft</td>
<td>8029520</td>
<td>Technology OCP A</td>
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<td>ADOBE030</td>
<td>Flash</td>
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<td>Design Digital Information</td>
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<td>ADOBE010</td>
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<td>Design Digital Information</td>
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<td>OCP B</td>
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**Medical Administration**

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<td>MICRO0099</td>
<td>Microsoft</td>
<td>8029520</td>
<td>Technology OCP A</td>
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<tr>
<td>ADOBE030</td>
<td>Flash</td>
<td>8029510</td>
<td>Design Digital Information</td>
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<tr>
<td>ADOBE010</td>
<td>Dreamweaver</td>
<td>8029530</td>
<td>Design Digital Information</td>
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<tr>
<td>OCP B</td>
<td>OCP B Design</td>
<td>8029500</td>
<td>Design Digital Information</td>
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<tr>
<td>OCP A</td>
<td>OCP A Design</td>
<td>8029500</td>
<td>Design Digital Information</td>
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IN WITNESS WHEREOF, the District Board of Hamilton County, Florida and The District School Board of Suwannee County, and the Director - RIVEROAK Technical College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date
Superintendent,
District School Board of Suwannee County

Date
Chair, District School Board of Suwannee County

Date
Director, RIVEROAK Technical College

Date
Superintendent, District School Board of Hamilton County

Date
Chair, District School Board of Hamilton County

Date
Coordinator, Career & Technical Education,
District School Board of Hamilton