

**DIN:** 3020-1-04  
**Name of Policy:** Credit by Technical Preparation (Tech Prep) Agreements

**Policy**

Northwest Technical College will work in partnership with affiliated tech prep consortium(s) and the consortium member high schools to explore and develop ways to help prepare high school learners to transition into postsecondary technological education.

Credits earned through advanced standing agreements with member high schools will be transcribed when both of the following requirements have been met:

- A certificate of advanced standing or other official notification by the high school is received by the NTC Registrar indicating that the learner earned an A or B in the eligible course and received the recommendation of the instructor (both are required to receive the certificate).
- The learner has enrolled at Northwest Technical College.

**Purpose**

The purpose of this policy is to communicate and define the role of Northwest Technical College regarding tech prep programming.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
President	Authorize implementation of Perkins Plan, including participation in Technical Preparation program.
Dean of Academic and Co-Curricular Affairs	<ul style="list-style-type: none"> <li>• Document, track, monitor, and evaluate tech prep programming, including advanced standing agreements; assure that processes are followed and</li> <li>• Assure compliance with college, state and MnSCU policies and processes and with State and Federal law</li> <li>• Establish and maintain relationship between campus and Northwest Regional Tech Prep Consortia/area high schools</li> <li>• Work collaboratively with consortium high schools to identify educational pathways that support the transition from high school to college</li> </ul>
Faculty	Communicate with high school faculty teaching vocational subjects to identify potential courses for inclusion in tech prep; Work with and assure equivalency of courses approved for advanced standing
Academic Affairs and Standards Council	Monitor and approve agreements involving technical college courses and programs.

**Supporting References**

Listed below are document(s) that support this policy:

- NTC Policy 2030-1-1 Advanced Standing
- MnSCU Tech Prep Definition Statement 2002
- Northwest Region Tech Prep consortium < <http://techprep.minnesota.edu/>>
- MnSCU Tech Prep Programming < [www.grantsplus.mnscu.edu/TechPrep/TechPrep.html](http://www.grantsplus.mnscu.edu/TechPrep/TechPrep.html) >

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