# WA ST TP LogoGuidelines for HS Articulation Request

**A request for articulation begins with the high school instructor…**

1. **HS instructor completes** a *High School Request for Articulation* form. All information must be complete and appropriate documents attached.
2. **Form is submitted to the high school’s CTE director/principal** (this ensures the CTE director is aware of the request and is supportive of the process).
3. **CTE director sends** the completed form to the local consortium Tech Prep Director requesting articulation be approved and/or developed.
4. If the articulation is currently **available at the local consortium level**, then approval process follows all internal articulation development steps. The local Tech Prep Director will work with the HS CTE director to complete the articulation

# If articulation is not available through your local consortium the process continues…

1. If articulation is **not available locally**, the **Tech Prep Director will seek** appropriate alternative options. Tech Prep Director contacts other consortia where best match of competencies exists, keeping within the same regional area if possible.
2. If “out of consortium” TP Director agrees to facilitate an articulation, then **contact information is sent** to the local CTE Director. The CTE Director then initiates a follow-up contact and begins the articulation process.
3. Once the articulation is complete, the “out of consortium” TP Director notifies the “local” TP Director regarding the outcome of the process; for FYI purposes, a copy of the final agreement is sent to the “local” TP Director.
4. The “out of consortium” TP Director then initiates “affiliate” partner status for new school member (i.e. appropriate signatures on MOA and program articulation agreement, etc.).

# No need to seek multiple articulations for the same high school course…

“If a community or technical college has created an agreement with a high school or skill center to offer college credit for a secondary career and technical course, **all community and technical colleges shall accept the course for an equal amount of college credit.**” *(Senate Bill 6377, New Section. Sec. 108)*