TECH PREP

The TECH PREP program was developed to integrate vocational (work) skills with educational (academic) skills. The programs selected in our area are based on jobs that will be in demand in our region. CCCCD works with over 23 area high school districts on a variety of programs to award college credit for work completed in high school.

Students may petition for TECH PREP credit after the following criteria has been met:
1. Graduate from a participating high school or earn a GED
2. Enroll at CCCCD for at least 6 semester hours
3. Provide an official transcript which reflects TECH PREP coursework
4. Complete the TECH PREP petition form

Once the petition form has been received, the Associate Registrar at CPC evaluates whether the student has met the criteria.
1. Check TP database to ensure course is approved under the student's name
2. Check the high school transcript to ensure course is listed as TECH PREP, the student earned at least a B or better in the class, and the student has graduated.
3. For Criminal Justice and Child Development courses, ensure the student took and passed the End of course exam and made at least 80%.
4. Verify the student has completed or is enrolled in at least 6 non-developmental hours with CCCCD.
5. Verify the student is in a TECH PREP major.
6. Verify the student has not already received TECH PREP credit or has already received TECH PREP credit under another major.

After all the above information is verified, the Associate Registrar gives the petition form to the Data Management Specialist. The Data Management Specialist "awards" the credit and sends a copy of the transcript, with the credit posted, to the student.

Forward all requests for TECH PREP credit to CPC for evaluation. Refer students who have questions about TECH PREP to the TECH PREP office or to the Associate Registrar at CPC.

STUDENT DATA FORMS

Credit student data forms are scanned on Fridays after registration begins for the term. All student data forms should be scanned prior to the state report being sent. A daily report of scanned forms is sent to CPC and scanned forms with errors are pulled, fixed and re-scanned.

Continuing Education student data forms are sent to CYC and scanned by ARO.