

SECTION: 5.0 STUDENT

SUBJECT: TECHNICAL COMPETENCY CREDIT POLICY

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**Title:** Advanced Opportunities Technical Competency Credit Policy

**Background:** This new policy enables students who complete articulated Technical Competency Credits while in high school to transcript those credits in preparation to enter a post-secondary CTE program at Lewis-Clark State College (LC State).

**Point of Contact:** Transition Coordinator, Career & Technical Education

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Office of Registrar, Controller's Office

**Date of approval by LC State authority:** November 29, 2017

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 07/2022

**Summary of Major Changes incorporated in this revision to the policy:** Format changes using LC State style guide

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## 1. Purpose

To facilitate timely completion of a Career & Technical program as defined in the Idaho State Board of Education Policy Section III: Postsecondary Affairs, Subsection: Y Advanced Opportunities

## 2. Policy

- A. To be eligible to enroll in high school classes that have been articulated for Technical Competency Credits (TCC):
  - i. The student must be enrolled in high school and attend approved high school Career & Technical Education classes.
  - ii. The home-schooled student must provide documentation of participation in a home school program at the high school level.
  - iii. The student must have a user account on either the Career & Technology Education Management Application (CATEMA) system or the Idaho Skillstack badging system.
- B. To earn Technical Competency Credits (TCC) in CATEMA:
  - i. Students must demonstrate the required level of proficiency according to the articulation agreement between LC State and the high school.
  - ii. High school teachers must recommend a student for TCC by accepting students in an articulated class via CATEMA.
  - iii. Each student must achieve competency as stated in the State Board Policy III.Y.
- C. To earn Technical Competency Credits (TCC) in Skillstack:
  - i. The student must demonstrate the required competencies according to the State of Idaho's state-wide articulation agreement and receive all the sub-badges in a CTE program required for the TCC badge/credit.
  - ii. The high school teacher must check off competencies, as the student acquires them, in the Skillstack system.
  - iii. The student must demonstrate required level of proficiency by visiting LC State's campus to complete and pass the post-secondary assessment for the Career & Technical Education program.

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- iv. Each student must achieve competency as stated in the Idaho State Board of Education Policy III.Y.
- D. To transcribe the Technical Competency Credit (TCC):
- i. The student has up to two (2) years from the completion of an articulated high school course to request transcription of the Technical Competency Credit.
  - ii. The student must be admitted as a degree seeking student and be enrolled in courses at LC State.
  - iii. The student will complete an Application Form for Technical Competency Credit, with parent/guardian signature and payment of \$10 per credit.
  - iv. Transcription of credit does not guarantee acceptance into certain classes or programs.
- E. The Transition Coordinator will provide training to:
- i. The high school student to create a user account on the CATEMA or register in the Skillstack badging system.
  - ii. High school faculty to add class rosters and provide final grades in CATEMA.
  - iii. High school faculty to upload class rosters and check off competencies in Skillstack.