

Application for Credit: Tech Prep



Part I: Student Identification (Completed by Student)

Name _____

OCID _____

Address _____ City _____ State _____ Zip _____

High School Attended _____

Owens Community College Program _____

Email _____

I am requesting evaluation of my high school career technical course work for articulation credit at Owens Community College and give my permission to all appropriate parties to act on my behalf to that end.

Student Signature _____ Date _____



II. Student Recommendation (Completed by School Counselor or Tech Prep Teacher)

Student Data: *By signing below, I am affirming the student's date of graduation, Tech Prep program and career major, and program GPA.*

Date of Graduation _____ Program GPA _____

High School Program Name _____

School Counselor (or Tech Prep Teacher) Signature _____ Date _____

Competency Verification and Recommended Course Waiver:

By completing and signing below, I am affirming that the student achieved the state-approved Tech Prep competencies.

Copies of required credentials (license, major, certifications) must be included. Owens must receive an official final high school transcript.

Owens Course Title	Owens Course Number	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

High School Representative Signature _____ Date _____

Application for Course Credit: Tech Prep Procedures

1. The initiating student obtains an Application for Credit: Tech Prep form. The student completes Part I, Student Identification.
The student then gives the form to the high school representative who completes and signs Part II. (Student Data) This verifies required competencies. Copies of the form, with Parts I and II completed, should be made and placed in the student's permanent high school file.
2. The high school or career tech center mails application and a copy of the student's achieved industry credentials sent to Records, Owens Community College, P.O. Box 10,000, Oregon Road, Toledo, OH 43699-1947.
3. The Records Office records the award of course credit and places the application form in the student's permanent file in the Student Records Office. The Records Office will notify the student of the outcome of the process via Owens email account.

Note: Students must have a completed Application for Admission on file at Owens Community College before this application will be considered by the College.

** Please allow 3-4 weeks for processing*

RECORDS OFFICE USE ONLY

Eligible ___ Yes ___ No ___ Signature of Records Representative _____

Date Entered in System _____ Initials _____