



**Perkins Statewide Credit Transfer Agreement  
between  
Perkins-Funded Postsecondary Institutions and  
Secondary Schools with Pennsylvania Department of Education Approved  
Career and Technical Education Programs of Study**

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Under the Pennsylvania State Four-Year Plan and, in accordance with the Carl D. Perkins Career and Technical Education Improvement Act of 2006 as amended by the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act of 2018 (Act), all Postsecondary Institutions receiving funds under the Act are required to award transcribed technical postsecondary credit or equivalent clock hours to a matriculated student and apply that credit toward the completion of the approved Pennsylvania Department of Education (PDE) Program of Study (POS), leading to an industry-recognized credential, certificate or associate degree at the postsecondary level.

The purpose of this Agreement is to ensure that students make the transition from a school entity to another school entity, college or university or a business/industry without experiencing delays in or duplication of learning.

This Agreement sets forth the terms and conditions for the awarding of transcribed technical postsecondary credit or equivalent clock hours to students who complete the approved PDE Program of Study at a Secondary School so that those students can seamlessly continue their education in a Program of Study at a Postsecondary Institution.

*Therefore*, the Secondary School and the Postsecondary Institution enter into this Agreement intending to be legally bound and mutually agree as follows:

- A. The Secondary School and Postsecondary Institution will communicate with and advise students of the steps needed for completion of postsecondary credit or equivalent clock hours.
- B. The Secondary School and Postsecondary Institution will communicate with and advise students that the awarding of postsecondary credit or equivalent clock hours will be determined and awarded by the Postsecondary Institution and that work reflected on the secondary transcript may or may not be accepted by a receiving Postsecondary Institution as bearing the same (or any) credits as those awarded by the Secondary School. Awarded credit will be applicable to the postsecondary credential the student is pursuing.

C. Perkins recipients (secondary and postsecondary) must align the academic and technical programs. The alignment is accomplished through the Department's statewide articulation agreements and through local agreements where statewide agreements do not exist. The Secondary School and Postsecondary Institution will maintain at least one valid agreement in at least three (3) different program areas, or clusters, in order to be eligible to participate in Perkins.

D. The Secondary School and Postsecondary Institution will make the approved PDE Program of Study and Postsecondary Institution Program of Study accessible to all students. The entities agree not to unlawfully discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender expression, and identity, national origin, AIDS or HIV status, or disability in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

E. This Agreement will not supersede any existing program-to-program credit transfer agreements or substitute for any agreements reached at a later date between any individual Secondary School and Postsecondary Institution.

F. The Secondary School and Postsecondary Institution will abide by this Agreement for a period not to exceed December 31 of the final high school graduation year for the aligned program of study task list. Termination of the Agreement will begin one calendar year from the date of written notification. Any party choosing to withdraw from the Agreement shall allow participating students from that institution to continue their education under the terms of this Agreement until their educational program is complete. If at any time the Postsecondary Institution no longer receives Perkins funding, continuance of this agreement is at the discretion of the Postsecondary Institution in accordance with the agreement but will terminate no later than the expiration date shown on the approval letter and online database provided by PDE.

G. As equal partners in ensuring success of the agreement, the Postsecondary Institution and Secondary School will conduct evaluation of the Agreement to judge the success of the Agreement. Data-driven decisions will be made to ensure continuous improvement of the Agreement and student achievement.

H. Each Secondary School and Postsecondary Institution will designate a representative who will coordinate and review the Agreement.

### **The Secondary School agrees to:**

A. Implement the approved PDE Program(s) of Study.

B. Provide assessment of student competencies based upon performance standards as prescribed by the approved PDE Program of Study.

C. Furnish documentation necessary to the Postsecondary Institution upon a student's written request. Documents should be student specific and should verify that the student meets all secondary requirements of the approved PDE Program of Study.

D. Provide documentation to the Postsecondary Institution that must include each of the following items:

- High School Diploma;
- Official High School Student Transcript;
- Completed Secondary Competency Task List with the signature of an appropriately certified secondary school technical instructor, indicating the student is proficient in all tasks;
- PA Certificate of Competency or PA Skills Certificate in technical program area
- Industry credentials earned; and
- Details Page for the corresponding Program of Study credit transfer agreement found on the vendor database provided by PDE.

**The Postsecondary Institution agrees to:**

A. Identify course equivalency(s) to the approved PDE Program of Study competencies to determine the postsecondary credit or equivalent clock hours to be awarded to a matriculated student.

B. Award at least nine (9) transcribed technical postsecondary credits or equivalent clock hours to a matriculated student enrolled in a Program of Study (POS) at the Postsecondary Institution. Postsecondary Institutions may exceed the minimum number of postsecondary credits awarded. Courses that are conditional upon the student completing another postsecondary course or holding a particular industry credential, etc., will not count toward the nine (9) credit minimum requirement and should not be included in this agreement.

C. Implement reasonable and definitive policies and procedures for acceptance of learning experiences and coursework successfully completed at the Secondary School. Postsecondary Institutions are encouraged to review their policies and practices periodically to assure that they accomplish the Institutions' objectives, function in a manner that is fair and equitable to students and continue to meet the State and Federal guidelines.

D. Collect and submit data annually to PDE, as required by this Agreement and the Act. Data will be used to evaluate the success of those students who entered their Postsecondary Institution studies through the Agreement.

E. Those Postsecondary Institutions receiving Perkins funds will be required to submit student-level data using the PA secure ID and the PDE Pennsylvania Information Management System (PIMS). Data will be used by PDE to conduct comprehensive analysis of the performance of Program of Study students within individual institutions and across all Perkins institutions.

The data collected and submitted shall include, at minimum, the following:

- Data required by the Act;
- Number of students from the Secondary School who have been accepted at the Postsecondary Institution and awarded transcribed technical postsecondary credit or equivalent clock hours;
- Number of students matriculated into the Program of Study at the Postsecondary Institution;

- Number of transcribed technical credits or equivalent clock hours awarded to each student who matriculates into the Program of Study; and
- Number of students who have graduated in the Program of Study at the Postsecondary Institution.

The Postsecondary Institution further agrees to abide by the following Credit Validation Mechanisms:

A. Admission: Students shall apply through the Postsecondary Institution's standard admissions process and meet the prerequisites at the Postsecondary Institution in which they enroll.

B. College Preparedness: Students shall demonstrate college preparedness by completing the secondary component of the identified and approved PDE Program of Study, achieving a minimum 2.75 grade point average on a 4.0 scale in technical courses, and meeting all entrance requirements as determined by the Postsecondary Institution. Students scoring below the institution's required score on any entrance exams or placement tests may be required to enroll in developmental or remedial courses prior to being accepted into the Postsecondary Institution Program of Study.

C. Articulated Credit: Students who meet the requirements for postsecondary credit or equivalent clock hours will be awarded postsecondary credit or equivalent clock hours at the Postsecondary Institution where the student is continuously enrolled and have that credit applied toward the degree requirements in the Program of Study at the Postsecondary Institution.

D. Award of Credit: Students who complete the Secondary School Program of Study and meet the qualifying requirements as outlined in this Agreement shall receive postsecondary credit or equivalent clock hours as identified by the Postsecondary Institution. Equivalent credit will be made accessible to students via an online database provided by PDE. Postsecondary Institutions shall utilize their own standard institutional procedures to award credit for technical course content.

E. Communication: Postsecondary Institutions shall prepare outreach materials to assure that students and parents are informed about their respective transfer policies and practices and this Agreement.

F. Time Limitations: This Credit Transfer Agreement and the awarding of postsecondary credit or equivalent clock hours is acceptable for up to sixteen (16) months after the student has graduated from the Program of Study at the Secondary School. In circumstances when a student delays entering a Program of Study at the Postsecondary Institution beyond the sixteen (16) months may be handled by other Postsecondary Institution policies, such as credit by exam or prior learning assessment.

**Under the terms and conditions of this Agreement and based on the following principles, transcribed technical postsecondary credit or equivalent clock hours will be granted to students when all of the student criteria listed below is achieved and proper documentation is submitted to the postsecondary institution.**

Students must:

- A. Earn a high school diploma, achieve a minimum 2.75 grade point average on a 4.0 scale in the technical courses, and complete the Secondary School component of the approved PDE Program of Study.
- B. Achieve competent or advanced level on the Secondary School end-of-program assessment that is aligned to the approved PDE Program of Study.
- C. Achieve proficiency on all the tasks on the approved PDE Program of Study Secondary Competency Task List as evaluated by the appropriately certified instructor.
- D. Furnish documentation necessary to the Postsecondary Institution upon written request. Documents should be student specific and verify that the student meets all secondary requirements of the approved PDE Program of Study.
- E. Provide documentation that must include the following items, if applicable:
  - High School Diploma;
  - Official High School Student Transcript;
  - Completed Secondary Competency Task List with the signature of an appropriately certified secondary school technical instructor indicating the student is proficient in all tasks;
  - PA Certificate of Competency or PA Skills Certificate in technical program area;
  - Industry credentials earned; and
  - Details Page for the corresponding Program of Study credit transfer agreement found on the online database provided by PDE.

## **Credit Transfer Agreement Evaluation Measures**

The Pennsylvania Department of Education will conduct a review of the Credit Transfer Agreement at least once every three (3) years to align with the POS task list revision date. The purpose of this review will be to validate and confirm the following:

- A. That the Agreement is aligned with the Program of Study approval process.
- B. That the Agreement contains current signatures by both Pennsylvania Department of Education and Postsecondary Institution representatives.
- C. That the Secondary School and Postsecondary Institution are abiding by and honoring the guidelines of the Agreement.
- D. Further, the Agreement will be reviewed for the number of articulated credits offered in the Program of Study.

## **Termination of Agreement**

The Secondary School and Postsecondary Institution will abide by this Agreement for a period not to exceed December 31 of the final high school graduation year for the aligned program of study task list. Termination of the Agreement will begin one calendar year from the date that written notification is received at PDE. Terminations are to be sent on institutional letterhead, bearing the POS number, Secondary CIP, Postsecondary CIP and Program Name, Credential, and reason for termination. The letter should be signed by the institution's legal representative responsible for signing the signatory addendum. Any party choosing to withdraw from the Agreement shall allow participating students from that institution to continue their education under the terms of this Agreement until their educational program is complete.

If any elements of the agreement (i.e., CIP code, courses/credits articulated, program name) are changed, it is the responsibility of the Postsecondary Institution to notify PDE Bureau of Career and Technical Education (BCTE) by way of submitting a new agreement prior to October 31 of each year.

If the Postsecondary Institution no longer receives Perkins funding, continuance of this agreement is at the discretion of the Postsecondary Institution in accordance with the agreement but will terminate no later than the expiration date shown on the signatory addendum and the online database provided by PDE.

## **Credit Awarding Language to the Perkins V Statewide Credit Transfer Agreement (Agreement)**

The following language is hereby added to the Perkins V Statewide Credit Transfer Agreement (Agreement). The purpose of the amended language is to clarify how measures to ensure full compliance by all Perkins-allocated Postsecondary Institutions will be achieved by December 31, 2022.

The Postsecondary Institution agrees to in areas of Alignment between Secondary POS to Postsecondary POS Credit transfer:

- A.** One-to-One Classification of Instructional Program (CIP) alignment. Full compliance would be establishing direct alignment made between the secondary POS CIP developed by PDE BCTE and the exact same or a related postsecondary CIP.
- B.** Award at least nine (9) transcribed technical postsecondary credits or equivalent clock hours to a matriculated student enrolled in a Program of Study (POS) at the Postsecondary Institution. Postsecondary Institutions may exceed the minimum number of transcribed technical postsecondary credits or equivalent clock hours awarded. Courses that are conditional upon the student completing another postsecondary course or holding a particular industry credential, etc., will not count toward the nine (9) credit minimum requirement and should not be included in this agreement.
- C.** The Postsecondary Institution agrees to appoint at least one (1) faculty representative from the POS to serve on the BCTE POS Committee assigned to review and revise the POS Secondary Competency Task List as directed by PDE. As a member of the POS Review Committee, the faculty representative will be **required** to participate in the task list revision process meetings to provide input that will allow for the awarding of the full nine (9) college level technical credits by the representative's respective Postsecondary Institution in the Agreement.
- D.** The Postsecondary Institution agrees to provide e-Signatures and submit the signatory to PDE BCTE via email as described in the signatory addendum. The electronic signature aligns with the institution's Perkins V Local Plan and is bound by the master agreement.

## Appendix A: Definitions

**Articulation** – A planned process of curriculum development, instructional strategies and administrative procedures, that link educational agencies with other educational agencies or with industries.

**Classification of Instructional Program (CIP)** – A numerical coding of instructional programs developed by the United States Department of Education to identify vocational programs.

**Clock hours** – A unit of measure that represents an hour of scheduled instruction given to students.

**Competency** – A solid acquisition of academic/career and technical skills and knowledge required to enter employment and/or postsecondary education. Advanced level is defined as the mastery of competence and understanding of academic/career and technical skills and knowledge required for advanced placement in employment and/or postsecondary education.

**Competency Task List** – A list of core academic/technical skills and knowledge required to enter employment and /or postsecondary education.

**Credit hour** – A unit of measure representing the equivalent of an hour of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate or other formal award at the Postsecondary Institution.

**Credit transfer agreement** – A formal agreement, such as an articulation agreement, among and between secondary and postsecondary education institutions or systems that grant students transcribed postsecondary credit, which may include credit granted to students in dual or concurrent enrollment programs, early college high school, dual credit, articulated credit, and credit granted on the basis of performance on technical or academic assessments.

**Matriculated Student** – A matriculated student has been accepted for admission and is enrolled in a degree, certificate, or diploma program in a Program of Study leading to a diploma, certificate or degree program at the Postsecondary Institution.

**Pennsylvania Certificate of Competency** – Provided by PDE to recognize career and technical education students who have achieved a score of competent on occupational end-of-program assessments in their chosen technical area.

**Pennsylvania Skills Certificate** – Provided by PDE to recognize career and technical education students who have achieved a score of advanced on the aligned occupational end-of-program assessments in their chosen technical area.



**Pennsylvania State Four-Year Plan** – A plan submitted by PDE and approved by the Federal Government in accordance with the Carl D. Perkins Career and Technical Education Act of 2006 as amended by Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act of 2018 through P.L. 116-6, Enacted February 15, 2019 (20 U.S.C. § § 2301—2471), or its successor.

**Program of Study** – A coordinated, nonduplicative sequence of academic and technical content at the secondary and postsecondary levels that:

- A. Incorporates rigorous content aligned to challenging State academic standards;
- B. Addresses both academic and technical knowledge and skills, including employability skills;
- C. Is aligned with the needs of industries in the economy of the State, region, Tribal community, or local area;
- D. Progresses in specificity (beginning with all aspects of an industry or career cluster and leading to more occupation-specific instruction);
- E. Has multiple entry and exit points that incorporate credentialing; and
- F. Culminates in the attainment of a recognized postsecondary credential.

**Postsecondary credit** – Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate or other formal award at an institution of higher education.

**Quality** – Based on the state regulations for approved secondary programs. See Title 22 Education, Chapters 4 and 339. Quality is determined by examining the postsecondary database maintained by the Department for the 2021-2022 program year. Programs listed in the database demonstrates that the programs have been approved by the institutions' Board of Trustees, accrediting authorities (national, regional or program specific accrediting authorities, and Pennsylvania Department of Education/State Board for Vocational Education). Perkins postsecondary will then begin to enter program information in the electronic approval system and provide information on each program that Perkins V funds will support. This includes information related to:

- A. Labor Market Need
- B. Planning
- C. Program Content and Industry Standards
- D. Student to Teacher Ratio
- E. Instructional Materials
- F. Equipment and Supplies
- G. Safety Practices
- H. Accountability Standards
- I. Certifications Available to Students
- J. Instructor Credentials

**Scope** – A curriculum that covers all aspects of the industry and meets the criteria listed in the POS definition of Perkins V, including:

- A. One secondary technical course per year is offered (definition of a course is 240 technical instructional hours);
- B. Postsecondary programs will not have less than 50% occupational credit hours;
- C. Secondary and postsecondary academic and technical content are aligned, leading to a sequence of courses that lead to nonduplicative course content offering;
- D. Work-based learning opportunities are available to students; and
- E. A credit transfer articulation agreement exists between the secondary CTE Program of Study, and the corresponding postsecondary portion of the CTE Program of Study. A transcript review fee is acceptable but a charge for the credits is not acceptable.

**Size** – Based on the number of CTE Programs of Study available at the eligible recipient, not on enrollment in a specific CTE program. To be eligible for funding, a Perkins recipient must have at least three CTE Programs of Study in not fewer than three different fields, or clusters, each of which must serve a minimum of eight students. An eligible recipient also must have laboratories and classrooms that are readily accessible to all students, as well as a non-discriminatory admissions policy that is Board approved and implemented.

**Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act of 2018 (Public Law 115-224)** – Signed into law on July 31, 2018. The purpose of this Act is to develop more fully the academic knowledge and technical and employability skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs and programs of study.

**Technical coursework** – A group of courses in a sequential order based on work-related tasks that are performed on the job and are aligned to the CIP description which includes the occupational skill content and required number of occupational skill hours that are delivered by an appropriately certified teacher.

**Transcribed credit** – Technical college credit awarded for high school coursework for an originating technical college is accepted as credit toward completion of a comparable course or courses by another postsecondary institution.