CTE Credit-by-Examination
Partnership Process Flow Chart
How does a CTE Credit-by-Examination agreement get created?

Secondary School District Representative contacts Lansing Community College's (LCC) K12 Coordinator after identifying LCC course(s) that align with their program.

K12 Coordinator initiates communication between LCC faculty and school district representative (if not already happening), and provides secondary district with up-to-date LCC Course Syllabi.

District/LCC dialogue to gain further understanding of each others program alignment.

Secondary district representative confirms with K12 Coordinator that HS Program & State CIP Code aligns with the indicated LCC Course(s)'s Student Learning Outcomes listed on syllabus.

K12 Coordinator creates Umbrella Agreement for new partnerships or updating existing partnerships aligning HS programs & State CIP Codes with LCC courses.

K12 Coordinator provides secondary district representative with Umbrella Agreement for signatures to begin new partnership; alignments are revised for existing courses; and/or alignments are determined for new courses.

Upon approval of agreement by secondary district officials, K12 Coordinator forwards agreement to LCC Provost for final approval.

Upon final approval of agreement, the K12 Coordinator forwards copies of agreement to all parties for their records.

LCC invites secondary district representative and teachers to Annual Pathway Meeting each year for college curriculum and process updates, to align programs, and renewal of agreements.

Please see the HS CTE Credit-by-Examination Student Process document to learn how students are awarded credit.

For questions, please contact:
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Updated 1/16/2020 – accessible
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