




Everett Community College Career & Technical Education (CTE) Articulation Process

CTE college credits are for classes leading to technical career pathways, such as business technology, medical assisting, information technology, etc. Our goal is to have students receiving CTE credits ready to move onto the next level of courses in the pathway.

The college requires documentation to assure the high school class(es) meet the same rigor and outcomes as the articulated college class(es). This documentation is required for our accreditation.

Articulation Process:

1. Identify the college course that best aligns with your class. Course descriptions may be found in the course catalog <http://www.everettcc.edu/catalog/>
2. Email the EvCC CTE Dual Credit program at cte@everettcc.edu to request the Course Information Form (CIF) and the most recent syllabi for the class. These documents contain more in-depth information on the course such as department core outcomes and learning objectives.
3. Complete the [Articulation Request Checklist Form](#) .
4. Submit the completed Articulation Request Checklist Form and Checklist Required Documents to cte@everettcc.edu.
5. EvCC faculty will review your application packet to make sure course outcomes and competencies align with the college course.
 - a. Faculty may request additional information and possibly schedule a site visit to determine that all outcomes and competencies are being met.
 - b. The instructor will make their recommendations to the academic dean and the CTE Dual Credit program.
6. If approved, an articulation agreement will be created and sent to the school district and the class will be built in [SERS](#).
7. Teachers should review the [CTE Dual Credit Website](#) for registration information and deadlines.

If your class has industry-recognized certifications awarded, the student may be able to get class credit for those without enrolling in SERS. An EvCC transfer of credit evaluator can assist with Academic Credit for Prior Learning. Visit our [Transfer of Credit Options webpage](#) and review option 7 for additional details.

The EvCC Dual Credit Program can be reached at cte@everettcc.edu.