



Statewide Articulation Agreement

Career Certificate Program to Associate Degree Program

Career Certificate Program:	Administrative Office Specialist
10-digit CIP Number:	0552040103
Program Number:	B070330
Program length:	1050 clock hours

Articulates to:

Associate Degree Program:	Office Administration (AS)
10-digit CIP Number:	1552020401
Program length:	60 credit hours
College Credit:	This statewide articulation agreement guarantees the minimum award of 18 toward the Associate degree named herein. This agreement does not preclude the awarding of additional credits by any Florida College System institution through local articulation agreements or other articulated mechanisms.

Validation Mechanism:

To be awarded the college credit guaranteed by this agreement, the student must present an original career certificate of completion or an official transcript that delineates program completion.

Admission Requirements:

Students entering the Associate degree program specified herein must meet the admissions requirements of the college and the program to which they are applying, as well as those of Rule 6A-10.0315(2), Florida Administrative Code (F.A.C). Further in accordance with section 1008.30, Florida Statutes, a student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take a common placement test and shall be considered exempt.

Applicability:

Students must enroll at a Florida College System institution in the program specified herein within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution.

Date Reviewed by Articulation Coordinating Committee	February 23, 2022
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This agreement is incorporated by reference in Section 1007.23, Florida Statutes.