Submitter: 
Agreement Effective Date: 7/29/2022

Representing:

Career and Technical Center: Treasure Coast Technical College

District(s) the Agreement(s) include
Indian River County Schools

Type of Dual Enrollment Articulation Agreement for Submission
Public Postsecondary Institution – School District

(A) Public Postsecondary Institution Agreement with Public School Districts

Each district school superintendent and each public postsecondary institution president shall develop a comprehensive dual enrollment articulation agreement for the respective school district and postsecondary institution. The superintendent and president shall establish an articulation committee for the purpose of developing the agreement. Each state university president may designate a university representative to participate in the development of a dual enrollment articulation agreement. A dual enrollment articulation agreement shall be completed and submitted annually by the postsecondary institution to the Department of Education on or before August 1.

1. A ratification or modification of all existing articulation agreements.

This Dual Enrollment Agreement (“Agreement”) is entered into by the School Board of Indian River County, Florida (“School Board”) on behalf of Treasure Coast Technical College, Sebastian River High School, Vero Beach High School and Indian River Charter High School for the provision of career and technical dual enrollment articulation sponsored by the School Board.

1. Term. This Agreement shall be effective on the last date approved by any party and shall expire at the completion of the 2022/2023 fiscal year. The parties may renew this Agreement on an annual basis.
2. Review. The parties shall periodically review this Agreement and propose revisions as needed to address mutual interests and/or concerns.
3. Termination. Any party shall have the right to terminate this Agreement upon 90 days’ prior written notice to the other parties to the Agreement.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

a. Information regarding career dual enrollment can be viewed on the Treasure Coast Technical College website at: https://tctc.indianriverschools.org/our_programs/career_dual_enrollment
b. Annual attendance by Treasure Coast Technical College at school district guidance counselor meetings to update and inform high school counselors of CTE dual enrollment opportunities for students.
c. Dual Enrollment opportunities are shared at the high schools through the following means: guidance registration packets, links on the school guidance website, social media, flyers, and direct meetings with students.
d. Information sessions held at Treasure Coast Technical College during the spring semester of each academic year.
3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>A PMT0070</td>
<td>Welder Assistant 1</td>
<td>150 hours</td>
<td>1</td>
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<tr>
<td>B PMT0070</td>
<td>Welder Assistant 2</td>
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<td>C PMT0073</td>
<td>Welder SMAW</td>
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a. J400400 - Applied Welding Technologies

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<td>Welder SMAW</td>
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b. E300100 – Early Childhood Education

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<td>Child Care Worker 1</td>
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<tr>
<td>B HEV0871</td>
<td>Child Care Worker 2</td>
<td>150</td>
<td>1</td>
</tr>
<tr>
<td>C HEV0872</td>
<td>Teacher Aide (Preschool)</td>
<td>150</td>
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<tr>
<td>D</td>
<td>Preschool Teacher</td>
<td>150</td>
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</thead>
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<td>Introduction to HVAC/R</td>
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<tr>
<td>B ACR0001</td>
<td>HVAC/R Fundamentals</td>
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<tr>
<td>C ACR0012</td>
<td>HVAC/R Service Practices</td>
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<td>1.5</td>
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<tr>
<td></td>
<td>HVAC Excellence Employment Ready - Air Conditioning</td>
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4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.
Dual Enrollment Articulation Agreement Submission Site

a. Students must fill out the TCTC dual enrollment application which can be accessed online at: https://tctc.indianriverschools.org/our_programs/career_dual_enrollment.
b. The application must be signed by student and submitted to the student’s Guidance Counselor for review to determine if the student meets the academic and behavior eligibility requirements for career dual enrollment and for approval to enroll. High school guidance counselors are responsible for assisting the student to identify post-secondary CTE programs and course that also meet high school graduation requirements. The application is then submitted to the Career and Technical Education Advisor TCTC for review.
c. Upon acceptance, the student will be registered into the first course by their high school guidance counselor.
d. For fall semester dual enrollment, the application is due by the 4th Friday in April. For spring semester dual enrollment, the application is due by the 2nd Friday in November.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

a. Enrolled as a student in an Indian River County high school.
b. Have a 2.0 unweighted high school grade point average (GPA) based on eleven high school credits.
c. In order to maintain continued eligibility student must maintain a 2.0 unweighted GPA in high school, as well as a 2.0 in their career dual enrollment program.
d. For Career and Technical Education, section 1004.91, Florida Statutes, Career-Preparatory Instruction requires students who enroll in a program offered for career credit of 450 hours or more to complete an entry-level examination within the first six weeks after admission into the program. The examination is designed to assess student mastery of basic skills. Students who do not achieve the minimum level of basic skills required for completion (final OCP) from his or her CTE program will not be awarded a Career Certificate of Completion. If the student successfully completes his or her coursework, does not meet the basic skills requirements for completion from the final OCP of the program (pre- and post-testing), takes and passes a related licensure exam identified by the Florida Department of Education (FDOE), Division of Career and Adult Education (DCAE), the student shall be counted as a completer and does not have to be retested on one of the basic skills examinations. This provision includes students who are dually enrolled.
e. Cannot be scheduled to graduate from high school prior to the completion of the dual enrollment course.
f. May not have been recommended for expulsion or expelled from a public high school where the student attends or attended. Students who are already enrolled in dual enrollment courses prior to being recommended for expulsion or being expelled may be permitted to finish the course they are already in, but they may not be permitted to enroll in or register for additional courses.
g. May not be placed at an alternative school for behavioral or disciplinary reasons or due to a safety concern. Students who are already in dual enrollment courses prior to being placed in an alternative school may be permitted to finish the course they are already enrolled in, but they may not be permitted to enroll in or register for additional courses.
h. Students who are placed in an alternative school setting for reasons other than behavioral or disciplinary-related issues may be enrolled in dual enrollment classes if the Superintendent recommends such enrollment and provides documentation supporting the recommendation for the student.
i. Students may lose the opportunity to participate in the dual enrollment program if they are found to be in violation of the Indian River School District Student Code of Conduct. Treasure Coast Technical College Career Dual Enrollment rules and expectations are outlined in writing online at: https://tctc.indianriverschools.org/ourprograms/career_dual_enrollment. The form must be signed by both parent and student and turned into TCTC prior to enrollment.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

The Florida Department of Education provides and annually updates the Dual Enrollment Course- High School Subject Area Equivalency List. The Dual Enrollment Course – High School Subject Area Equivalency List mandates the minimum subject area credit awarded for specific courses taken through dual enrollment. This includes, for career courses, a conversion of clock hours to high school credit. The list can be found online at: https://tctc.indianriverschools.org/our_programs/career_dual_enrollment

7. A description of the process for informing students and their parents of college-level course expectations.

Career Dual Enrollment rules and expectations are provided to students and parents during the enrollment process and can be found on the website at: https://tctc.indianriverschools.org/common/pages/DisplayFile.aspx?itemId=4215116

a. Students will be limited to a maximum of 1050 hours of CTE dual enrollment per year.
b. Students who withdraw from a course, or fail a course, cannot take additional dual enrollment classes until they have retaken and completed the withdrawn or failed course at their own expense. Dual enrollment students must adhere to withdrawal procedures including talking with their instructor before withdrawing from a course.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

N/A

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.
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10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

   N/A

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

   N/A

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

   High School Responsibilities.
   a. The high school guidance counselors are responsible for determining if the student meets the academic and behavior eligibility requirements.
   b. The high school guidance counselors are responsible for assisting the student to identify post-secondary CTE courses and programs that also meet high school graduation requirements.
   c. The high school guidance counselors are responsible for monitoring students to ensure they are maintaining GPA requirements for dual enrollment.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

   Distribution of Grades. Grades are posted by TCTC in the student information system. Final grades are reflected on their high school report cards through the district student information system.

14. A funding provision that delineates costs incurred by each entity.

   Funding.
   a. As required by the Florida Legislature, the BOARD shall pay Treasure Coast Technical College the district standard tuition rate per clock hour from funds provided in the Florida Education Finance Program when dual enrollment course instruction takes place on TCTC’s campus. Students receiving instruction under the provisions of this agreement shall be exempt from the payment of all application, registration, matriculation, book and laboratory fees to Indian River County School District or Treasure Coast Technical College. The exemption from book fees pertains to Indian River County Public School and home-schooled students and but not private school students

15. Any institutional responsibilities for student transportation, if provided.

   Student Transportation. Transportation is available to Treasure Coast Technical College from the students’ home high school. Arrangements for transportation are coordinated by the high school guidance counselor and Treasure Coast Technical College CTE Advisor. Transportation home is the responsibility of the student.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.
Services/Resources for Students with Disabilities. Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. The College and High School will work in cooperation to provide the appropriate services the student will need based on the delivery mode of the course.