



Administrative Procedure 6647  
**CAREER & TECHNICAL EDUCATION -  
TECH PREP RETROACTIVE CREDIT**

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**Responsible:** Department of Career & Technical Education

**PURPOSE**

This administrative procedure shall describe the protocol for who may earn tech prep credit and how the credit is earned.

**PROCEDURE**

1. Students who take CTE courses as 9th and 10th graders may earn retroactive Tech Prep credit if they complete another course in the same sequence of the Tech Prep articulation in their 11th and/or 12th grade years. The sequences of courses are the same as the sequences for the CTE Endorsement for the High School Diploma. (See <http://washoeschools.net/Domain/262>)
2. Procedure:
  - a. By April 30th of each school year, the Truckee Meadows Community College ("TMCC") Tech Prep office will provide the District's Information Technology ("IT") Department with the student's first name, last name, and school identification number for students who completed a Tech Prep application in the 11th and/or 12th grade. IT will check to see if the student completed an articulated course in the 9th and/or 10th grade.
  - b. IT will provide the Tech Prep office with a list of students eligible for retroactive credit. TMCC will then issue the credit and provide the student an updated TMCC transcript.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

**REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed annually.

**REVISION HISTORY**

| Date      | Revision | Modification                                   |
|-----------|----------|--|
| 2/2012    | 1.0      | Adopted as Accepted Practice                   |
| 1/03/2014 | 2.0      | Revised: converted to Administrative Procedure |