

**CAREER PATHWAYS ARTICULATION AGREEMENT BETWEEN
THE SCHOOL BOARD OF THE VILLAGES CHARTER SCHOOL, Inc., FLORIDA and
LAKE-SUMTER STATE COLLEGE**

II. Assessment and Course Equivalency

1. The LSSC common assessment (Credit by Exam) study guide, prepared by LSSC program faculty for each program area will be shared with high school faculty. The LSSC common assessment (Credit by Exam) may be written, portfolio, performance-based or a combination thereof. LSSC will provide high school faculty, upon written request, the opportunity to take the LSSC common assessment (Credit by Exam).
2. Faculty and staff on the technical discipline subcommittees have examined and compared the competencies within the technical courses to be articulated from the high school curriculum to the postsecondary institutions to determine the equivalency of the content. Each technical subcommittee will develop and regularly update the discipline-specific Program of Study content equivalency descriptions.

III. Term and Termination

This agreement shall be reviewed on a three-year basis and shall be in effect from July 1, 2023 through June 30, 2026 or until either party terminates this agreement with thirty days written notice.

IV. Course Offerings

The Parties understand that the available courses may change on an annual basis. The Parties agree that revisions to the available course list may be made without the approval of the School Board or its designee and LSSC Board of Trustees. All other modifications are subject to Section V of the Agreement. Any changes to Appendix A, due to program additions, deletions, or modifications will be reviewed by and approved by the respective parties at each institution or school district and can be done annually without the approval of the respective Boards.

V. Modification or Amendment

Except as otherwise outlined in Section IV, this Agreement may be modified or amended only by a written document signed by authorized representatives of VCS and LSSC.

VI. Entire Agreement

This Agreement comprises the entire agreement between the School Board and LSSC concerning its subject matter and shall supersede all prior agreements, oral and written declarations of intent, and other legal arrangements, whether binding or non-binding, made by the parties in respect thereof.

VII. Credit by Exam

The Credit by Exam process is attached as Appendix B. This process will provide opportunities for high school students to earn Credit by Exam towards an LSSC degree or certificate. Any changes to Appendix B will be reviewed by and approved by the respective parties at each institution or school district and can be

APPROVED:
LAKE-SUMTER STATE COLLEGE

DocuSigned by:
Dr. Heather Bigard
8/23/2023
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Dr. Heather Bigard,
President,

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This page intentionally left blank. Appendix A provides the program-to-program alignment.

Appendix A
The Villages Charter School

Program of Study	Course Number and Name	Credits
Business & Banking Academy	8815420 Personal Finance	1
	8815110 Economics & Financial Services	1
	8815130 Financial Internship Honors	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study	Course Number and Name	Credit Hours
AS in Business Administration	APA 2144 Introduction to QuickBooks	3
	CGS 1100 Business Computer Applications	3
	FIN 2100 Personal Finance	3
CCC in Business Management	CGS 1100 Business Computer Applications	3
CCC in Business Operations		
CCC in Business Specialist		
AS in Computer Information Technology		
CCC in Cybersecurity		
CCC in Help Desk Support Technician		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC in Internet of Things		
AS in Criminal Justice		
CCC in Criminal Justice Specialist		
AS in Health Services Management		
CCC in Medical Office Management		
AA Degree	CGS 1100 Business Computer Applications	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certifications(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credits
AS in Business Administration	INTUT001 QuickBooks Certified User	APA 2144 Introduction to QuickBooks	3
AS in Business Administration	INTUT002 Entrepreneurship and Small Business Certification	ENT 1000 Introduction to Entrepreneurship	3
		SBM 2000 Small Business Management	3

CCC in Business Management	INTUT002 Entrepreneurship and Small Business Certification	SBM 2000 Small Business Management	3
All AS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3

The Villages Charter School

Program of Study	Course Number and Name	Credits
Business Management & Analysis	8207310 Digital Information Technology	1
	8203310 Accounting Applications I	1
	8215120 Business & Entrepreneurial Principles	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study	Course Number and Name	Credit Hours
AS in Business Administration	APA 2144 Introduction to QuickBooks CGS 1100 Business Computer Applications FIN 2100 Personal Finance	3 3 3
CCC in Business Management	CGS 1100 Business Computer Applications	3
CCC in Business Operations		
CCC in Business Specialist		
AS in Computer Information Technology		
CCC in Cybersecurity		
CCC in Help Desk Support Technician		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC in Internet of Things		
AS in Criminal Justice		
CCC in Criminal Justice Specialist		
AS in Health Services Management		
CCC in Medical Office Management		
AA Degree	CGS 1100 Business Computer Applications	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certifications(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credits
AS in Business Administration	INTUT001 QuickBooks Certified User	APA 2144 Introduction to QuickBooks	3
AS in Business Administration	INTUT002 Entrepreneurship and Small Business Certification	ENT 1000 Introduction to Entrepreneurship SBM 2000 Small Business Management	3 3
CCC in Business Management	INTUT002 Entrepreneurship and Small Business Certification	SBM 2000 Small Business Management	3
All AS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3

The Villages Charter School

Program of Study	Course Number and Name	Credits
Computer Science Academy	9003450 Computer Programming Essentials 9003440 Data Essentials 9003430 IT Systems & Applications	1 1 1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study	Course Number and Name	Credit Hours
AS in Computer Information Technology	CGS 1100 Business Computer Applications CGS 1820 Web Programming COP 1000 Introduction to Programming COP 1220 Introduction to Programming in C COP 2700 Database & SQL Concepts COP 2800 Programming with Java CTS 1131 A+ Hardware CTS 1133 A+ Software	3 3 3 3 3 3 3 3
CCC in Information Technology Support Specialist	CGS 1100 Business Computer Applications COP 2700 Database & SQL Concepts CTS 1131 A+ Hardware CTS 1133 A+ Software	3 3 3 3
CCC in Internet of Things	CGS 1100 Business Computer Applications COP 1220 Introduction to Programming in C CTS 1131 A+ Hardware CTS 1133 A+ Software	3 3 3 3
CCC in Cybersecurity	CGS 1100 Business Computer Applications CTS 1131 A+ Hardware	3 3

	CTS 1133 A+ Software	3
CCC in Help Desk Support Technician	CGS 1100 Business Computer Applications	3
	CTS 1131 A+ Hardware	3
	CTS 1133 A+ Software	3
CCC in Information Technology Analysis	CGS 1100 Business Computer Applications	3
	CTS 1131 A+ Hardware	3
	CTS 1133 A+ Software	3
AS in Business Administration	CGS 1100 Business Computer Applications	3
CCC in Business Management		
CCC in Business Operations		
CCC in Business Specialist		
AS in Criminal Justice		
CCC in Criminal Justice Specialist		
AS in Health Services Management		
CCC in Medical Office Management		
AA Degree	CGS 1100 Business Computer Applications	3
	CGS 1820 Web Programming	3
	COP 1000 Introduction to Programming	3
	COP 1220 Introduction to Programming in C	3
	COP 2700 Database & SQL Concepts	3
	COP 2800 Programming with Java	3
	CTS 1131 A+ Hardware	3
	CTS 1133 A+ Software	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certifications(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credits
AS in Computer Information Technology	COMPT001 CompTIA A+ (must pass both exams and earn full credential)	CTS 1131 A+ Hardware CTS 1133 A+ Software	3 3
All AS, and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3

Program of Study	Course Number and Name	Credits
Applied Engineering Technology	8401110 Applied Engineering Technology I	1
	8401120 Applied Engineering Technology II	1
	8401130 Applied Engineering Technology III	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam).

Program of Study	Course Number and Name	Credit Hours
AS in Engineering Technology Substation and Relay Technology Specialization	ETD 1320C Introduction to AutoCAD	3
CCC in Engineering Technology Support Specialist		
CCC in Mechatronics		
AA Degree	ETD 1320C Introduction to AutoCAD	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certifications(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credits
AS in Engineering Technology Substation and Relay Technology Specialization	ADESK002 Autodesk Certified User - AutoCAD	ETD 1320C Introduction to AutoCAD	3
CCC in Engineering Technology Support Specialist			
CCC in Mechatronics			

The Villages Charter School

Program of Study	Course Number and Name <u>Lake County requires students to complete three (3) classes.</u>	Credits
Building Construction Management (8104600)	8104610 Construction Management Foundations	1
	8104620 Construction Design & Technique	1
	8104630 Construction Project Management	1
	8104640 Entrepreneurship in Architecture, Construction, and Engineering	1

Lake-Sumter State College Courses

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study *primary entry program	Course Number and Name	Credit Hours
AS in Building Construction Management	BCN 1001 Introduction to Building Construction	3
CCC in Building Construction Specialist	BCN 1001 Introduction to Building Construction	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credit Hours
AS in Building Construction Management	GRBCI002 LEED Green	BCN 1001 Introduction to Building Construction	3

The Villages Charter School

Program of Study	Course Number and Name	Credits
Health Science Academy	8417100 Health Science Anatomy & Physiology	1
	8417110 Health Science Foundation	1
	8417131 Allied Health Assisting 3 Honors	1

Lake-Sumter State College

OPTION A: Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study	Course Number and Name	Credits
Nursing (AS Degree) RN preferred placement	1 preferred placement point	1 point
AS in Health Services Management	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM 1433 Concepts of Disease	3
	CGS 1100 Business Computer Applications	3
CCC in Medical Information Coder/Biller	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM 1433 Concepts of Disease	3
CCC in Medical Office Management	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM 1433 Concepts of Disease	3
	CGS 1100 Business Computer Applications	3
AA Degree	HSC 1531 Medical Terminology	3
	CGS 1100 Business Computer Applications	3

Lake-Sumter State College

OPTION B: Earn College Credit through Industry Certification: Students obtaining the following industry certifications(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credits
AS in Health Services Management	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding 1 HSA 2940 Internship: Health Services Management	3 3 1
	NATHA009 Certified Clinical Medical Assistant (CCMA)	HSC 1531 Medical Terminology HSA 1100 Healthcare Delivery Sys HIM 1433 Concepts of Disease	3 3 3
	NATHA006 Certified Patient Care Technician (PCT)	HSC 1531 Medical Terminology	3
CCC in Medical Information Coder/Biller	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding 1 HSA 2940 Internship: Health Services Management	3 3 1
	NATHA009 Certified Clinical Medical Assistant (CCMA)	HSC 1531 Medical Terminology HSA 1100 Healthcare Delivery Sys HIM 1433 Concepts of Disease HIM 2442 Pharm/Lab Analysis	3 3 3 1
	NATHA006 Certified Patient Care Technician (PCT)	HSC 1531 Medical Terminology	3
CCC in Medical Office Management	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding 1 HSA 2940 Internship: Health Services Management	3 3 1
	NATHA009 Certified Clinical Medical Assistant (CCMA)	HSC 1531 Medical Terminology HSA 1100 Healthcare Delivery Sys HIM1433 Concepts of Disease	3 3 3
	NATHA006 Certified Patient Care Technician (PCT)	HSC 1531 Medical Terminology	3
AS in Health Services Management	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
CCC in Medical Office Management			

Appendix B

Credit by Exam

Background

High School graduates who have completed a high school Career and Technical Education (CTE) program and earned a Career Pathways Certificate may be eligible to receive college credits in specific LSSC Workforce programs such as an Associate in Science degree, Associate in Applied Science degree, or College Credit Certificate.

LSSC provides students with the opportunity to exempt specific courses by taking and passing an assessment. Students must complete a Request for Credit by Exam form and return it to the Learning Center by designated dates each semester detailed on the academic registration calendar. Students who pass the exams will receive credit for the course with a grade of S (Satisfactory).

Current Articulation Agreement with The Villages Charter School:

1. **Eligible students must take and pass the LSSC common assessment (Credit by Exam) for courses listed in the articulation agreement.** The student must enroll and attend Lake-Sumter State College after high school graduation or as a Collegiate High School Early Admissions student in order to receive the credit earned by the LSSC common assessment (Credit by Exam). LSSC will award the credit up to 24 months from the time of high school graduation.
2. The LSSC common assessment (Credit by Exam) study guide, prepared by LSSC program faculty for each program area will be shared with high school faculty. The LSSC common assessment (Credit by Exam) may be written, portfolio, performance-based or a combination thereof. LSSC will provide high school faculty, upon written request, the opportunity to take the LSSC common assessment (Credit by Exam).
3. The student must present the Career Pathways Certificate of Completion verifying the successful completion of the technical courses, to LSSC's Workforce Development Office.
4. Student must complete a Request for Credit by Exam Form.
 - a. Form must be submitted to the Learning Center prior to exam.
 - b. Faculty gives test on dates determined by Testing Center.
5. Forms returned by faculty to Workforce office.

Proposed Policy

In efforts to increase the number of students using Credit by Exam (CBE), Lake-Sumter State College (LSSC), in collaboration with the LSSC testing center and The Villages Charter School, is seeking to improve their existing processes for implementing high school articulation agreements and the subsequent awarding of credit by Credit by Exam. This proposed policy will outline procedures in identifying Career Pathways students and reduce barriers to provide more students the opportunity to earn college credit at LSSC.

1. The high school student must have completed a Career Pathways (CP) program or be in their last CP course and have passed any CP courses with a C or better.

The Villages Charter School will:

- Provide roster to LSSC listing all students classified as CP students with data (name, email, CP program, grades in CP classes, year in school, and any Industry Certifications earned).

LSSC will:

- Provide letters to school district for CP teachers to distribute to qualified students.
- Send emails to qualified students.
 - Registration form (Wufoo form) included in email.
- Provide study guides to school districts.

- Send roster of registered students to IT to create LSSC student ID number.
 - Send roster of registered students, with ID, to eLearning to enroll student in Canvas shell.
 - Send roster to testing center through Canvas (no later than 3 weeks before test date). Students cannot be added after this date.
 - Track student information, testing data, and forms.
2. Provide testing, dates and locations. No charge to student or schools per articulation agreement. Student will have opportunity to take CBE in fall and/or spring semester.

The Villages Charter School will:

- Bus students to LSSC campus.

LSSC will:

- Determine dates for testing in fall and spring (dates to be determined).
 - Provide testing at Leesburg testing center, 24 computers available.
 - Maximum of 24 students per testing date.
 - Provide testing at South Lake testing center, 24 computers available.
 - Maximum of 24 students per testing date.
 - Oversee student sign in at LSSC testing center.
 - Must present picture ID.
 - Must sign waiver for release of scores.
 - Provide proctors for exams.
 - Administer tests through Canvas.
 - Program Managers and instructors send written tests through Canvas and tests are auto scored.
 - Hands on tests given and graded by LSSC instructors.
 - Provide test scores - student must pass assessment with 70% or better.
3. Follow up with students upon completion of CBE tests.

LSSC will:

- Send letters to students to inform them of test results.
 - Send letters to passing students stating they received (X) amount of credits, saving (X) amount of money once they are admitted to LSSC.
 - Flyer that informs them of how to receive credit.
 - Online woo foo form to be completed by student.
4. Student graduates from high school and enrolls at LSSC in appropriate program of study.

LSSC will:

- Submit form to Registrar with list of eligible students and grades.
 - Registrar will put credits in escrow until student completes one semester at LSSC, or a minimum of 6 credit hours, with a grade of C or better.
5. Articulated credits will be applied to Associate in Science or college certificate program as applicable.
6. The student must apply for the postsecondary credit **within 24 months** after their high school graduation.