

INSTRUCTION

Equivalency Credit for Career and Technical Education Courses

To ensure that students have sufficient opportunity to earn a certificate of academic achievement, the district establishes an academic course equivalency process for Career and Technical Education (CTE) courses with this policy and procedure. In addition, to ensure that students have sufficient opportunity to earn an occupational credit in non-CTE classes, the district likewise establishes the same process/procedure below to validate the alignment of those academic courses with the state standards for exploratory level CTE programs.

District Equivalency Credit Committee

The district team will include a high school administrator, the career and technical administrator, an instructor from the core academic subject area, an instructor from the appropriate CTE course, a counselor, and a representative from the curriculum department.

Equivalency Determination Process

A. Request for Equivalency Evaluation:

A request to the Equivalency Credit Committee will be made through the Director of Career and Technical Education for evaluation of a course for equivalency credit. This request will include identification of the nature of the equivalency requested (whole or partial, etc.), appropriate documentation such as Washington State Learning Standards taught and assessed in the class, CTE framework, a course description, and a sample assessment.

B. Evaluation Process:

The team will assemble and review the equivalency request to make one of the following recommendations:

- Meets Standard for Equivalency: The course meets the standards required for equivalency and should be listed as an equivalency in the course guide for the following school year; or

- Does Not Meet Standard for Equivalency: The course does not adequately meet the standards required for equivalency. Feedback is given regarding areas that need to be addressed if an equivalency is to be requested again.

The Director of Curriculum will approve the final list of equivalent courses.

C. Career and Technical courses approved for equivalency must:

Align with the Washington State Learning Standards, grade level expectations, classroom based performance standards, national standards, or college readiness standards as determined by the district. The equivalency committee shall certify that the course is aligned to the appropriate requirements or expectation.

Approved: February 9, 2011
Revised: April 8, 2019