

# Northeastern Technical College

## Technical Advanced Placement

### Handbook



January 2009

**Chesterfield County School District  
Dillon School Districts 1, 2, 3  
Dillon County Technology Center  
Marlboro County School District**

Table of Contents

Introduction

Section 1 Procedures for High School Teachers

Section 2 Procedures for NETC Faculty

Section 3 Forms/Templates

Section 4 Questions & Answers about TAP

# Introduction

## INTRODUCTION

Northeastern Technical College and the high schools in Chesterfield, Marlboro, and Dillon counties are working to provide educational and training structures that facilitate the transition of students to college-level programs of study. The purpose of this cooperation is to eliminate duplication of instruction and to recognize the skills acquired by students. These high schools have implemented competency-based instruction to reflect employer needs and the College develops associate degree, diploma and certificate programs in competency-based formats utilizing the input of advisory committees, business and industry requirements and/or DACUM to assure relevant and current instruction.

Technical Advanced Placement (TAP) is the process by which a student earns college credit (or waiver of prerequisites). After faculty articulate, the curriculum requirements to assure the appropriate preparation of students, the transition from secondary to postsecondary is successful, cost and time effective. Northeastern Technical College is committed to providing a variety of methods for granting credit for competencies, skills, and knowledge gained outside the college classroom. These methods include recognition of Advanced Placement scores, CLEP (College Level Examination Program), credit by exam, dual enrollments and articulation agreements.

Articulation agreements allow students who successfully complete certain designated courses of study in high school to apply for college credit for courses required in the first and/or second semester of the college program. This advanced standing (Technical Advanced Placement or TAP) can be used in a specified college program that contains the articulated courses. Articulation is a term describing the various methods by which a student can receive credit for competencies mastered in high school or a student can begin college study in courses higher than entry level.

### **Student Benefits include**

- Saving money on tuition, fees and books
- Accelerated progress
- Reduced duplication of instruction
- Opportunities for expanded program content
- Improvement of job readiness skills
- Improve job placement potential
- Earning college credit
- Motivation to continue education

### **Educational Institutions Benefits include**

- Alignment relevance and integration of curriculum
- Improved communication between and among educational institutions
- Reduced duplication of instruction
- Expanded program content
- Enhanced public relations
- Increased enrollment in articulated courses in high schools and NETC
- Recruitment information for students
- Unification of educational systems

The most common type of articulation is the competency-based course articulation, resulting in Technical Advanced Placement (TAP) for students. In this type of articulation, competencies and performance levels mastered in a high school course(s) are compared with those in postsecondary entry-level courses. If the competencies and performance levels match, the courses can be articulated. If they do not match, faculty may choose to revise curriculum to include appropriate competencies and performance standards. Articulated credit is then granted to students who obtain the stated performance levels. NETC has established procedures for accepting this type of credit through the standard admissions process.

A student must complete a minimum of 25% of academic work at Northeastern Technical College to qualify for a diploma, degree or certificate. Transfer credits, exemptions, etc. may combine to no more than 75% of the required academic work. All Technical Advanced Placement (TAP) exemption credit that is accepted may not apply to the student's program of choice.

### **General Procedures for Technical Advanced Placement**

1. Technical Advanced Placement is Advanced Placement (AP) for high schools students who are enrolled in Career and Technology Education courses—without the requirement of testing to earn an exemption score. High school faculty and NETC faculty must meet and review the skills (competencies) for entry-level college classes to assure that high school programs require the same skills. Upon agreement that these skills are the same, an agreement is signed for TAP.
2. Students who complete the high school courses with a minimum grade of 85 are eligible to exempt the articulated course at NETC, upon enrollment in a program of study at NETC, if the course is needed for the student's program of study. The course may fill a skill requirement or serve as an elective for the student, both of which help the student toward meeting graduation requirements. Students are awarded credit for the course and are not required to complete the course at NETC. For example, most majors at NETC require computer literacy (CPT 101); students who complete Computer Technology 1 and 2 in high school may be eligible to exempt CPT 101. If the major does not require CPT 101, this course may be counted as an elective.

Students must apply to NETC (complete application process + fee), and register (which includes payment of tuition) in order for TAP credits to be accepted and be entered to the student's transcript. The course will show on the transcript with the grade symbol, "E" which means the student earns the credit hours but no grade is calculated. Students must apply and enroll within 18 months of graduation.

3. College credits for TAP may transfer to other technical colleges and possibly, to some colleges/universities from NETC; however, that is the decision of the transfer institution. This should not deter any student who enrolls in a program of study at NETC from presenting TAP information so that credit can be awarded and on record, in the event the student returns to NETC.
4. The process for the student to be awarded TAP credit is a simple one, requiring documentation from the high school acknowledging that the student has completed the required courses with the acceptable grade requirement. Each high school establishes a procedure for assuring that TAP information reaches NETC.(Teacher Recommendation form)
  - \*The teacher may complete the form at the time the student completes the course and send it to the NETC Admissions Office or may send it to the high school guidance counselor. The guidance counselor may send this form with the student's high school transcript when the student requests that the transcript be sent to the College for admissions purposes.
  - \*The Guidance Counselor may complete the form from information on the student's official high school transcript, showing that the appropriate courses have been completed with the appropriate grade.
  - \*NETC will award credit to the student who enrolls within 18 months of his/her graduation date and has a TAP form (Teacher Recommendation) on file in the NETC

Admissions Office. After that time, students may request consideration of credit by exam in order to demonstrate mastery of skills.

\*The benefits of TAP to the student include earning credit for course(s) at NETC without additional testing, and saving time and money for tuition, textbooks and materials.

## **Definitions:**

**Career courses:** These courses apply to the requirements of specific career programs at NETC, such as business, computer technology, or machine tool technology. These courses may also transfer to other technical/community colleges, depending on the requirements of the major. Private college policies may also allow transfer of courses.

**College Transfer courses:** These courses apply to the requirements of programs at public senior colleges/universities. South Carolina's Statewide Transfer Agreement assures that courses on the agreement will transfer from NETC to SC public colleges and universities (as required or elective courses). Every SC public college/university has information on their websites, usually as "Technical College Transfers."

**Dual Credit: This enrollment** allows students who have mastered the high school exit exam and who are capable of college-level work to earn simultaneously both high school *units* toward high school graduation and *college credits* for technical college or senior college/university. *Only* the high school administration may determine if high school units are awarded for college courses. College grades are reported as letter grades and converted to numerical grades by the high school. Developmental courses (0-level) may not be taken for dual credit.

(Note: SC Department of Education policy states that a 3-semester hour course may count as the equivalent of a high school unit.)

**Dual Enrollment:** This enrollment allows high school students, with permission of their high school principal or designee, to enroll in college courses to earn college credit toward an associate or bachelor's degree while in high school.

**Technical Advanced Placement:** This process allows high school students to earn college credit (or waiver of prerequisites) by satisfactorily completing Career and Technology course competencies. These competencies have been articulated by high school and college faculty to define introductory skills included in both programs. Articulation assists in the appropriate preparation of students, the transition from secondary to postsecondary, and encourages the student to be cost and time effective.

# Section 1

## Procedures for Technical Advanced Placement for High School Teachers

1. Communicate with NETC faculty to develop, update and revise the Curriculum Articulation Agreement.
2. Receive and keep on file the following articulation documents: the Comprehensive Articulation Agreement (school district and college); copies of the TAP Competency/Recommendation, the TAP Student Contract, the letter to parents.
3. In the early weeks of each articulated class, explain the opportunity for Technical Advanced Placement to students, including
  - The importance of mastering the skills
  - The importance of earning a “B” or better
  - The importance of teacher recommendation for credit
4. Determine which students are interested (encourage those who aren’t) and give them a copy of the TAP Competency/Recommendation, the TAP Student Contract, the letter to parents and maintain the Competency List for each student to check off skills as they are mastered.
5. Explain the Student Contract. Have students take the contract home, along with the Parent Letter. Students should return both the student contract and the signed Parent Letter, if interested in TAP.
6. During the semester, check with students regularly to assure that TAP Competency/Recommendation (instructor copy) and the student copy match, with appropriate skills checked off.
7. At midpoint of the semester, check student copy of the TAP Competency/Recommendation and remind students of the three requirements.
8. NO LATER THAN mid-point of the second semester of student’s senior year, give students a copy of the TAP Graduation Letter to help to assure that TAP credit is issued.
9. At this same time, review the Chart with each student to demonstrate which skills have been mastered and checked off, that the grade is “B” or better. If a portfolio is required, review and make sure students understand that it is required.
10. Complete the Competency/Teacher Recommendation for the students who qualify for TAP and remind them or mail/deliver the form to the NETC Admissions Office or

Community Campus Coordinator in Bennettsville, Dillon or Pageland. Attach proof of certification if one is part of the TAP agreement.

NETC Admissions

1201 Chesterfield Highway/ Post Office Drawer 1007

Cheraw, South Carolina 29520

11. Use the Roster for TAP and list all students in your course who are eligible for TAP and send that list to your NETC faculty contact. Please make comments in the section allowed.
12. Send home the Completion Certificate with the student's name and subject included so that parents will know the student has the opportunity for TAP at NETC.
13. Provide a copy of the Roster for TAP and a copy of the Completion Certificate to your school administration for special recognition at the school recognition ceremony.
14. Be an ambassador to the community regarding TAP and the cooperation with NETC and opportunity for students.
15. At the beginning of each school year, contact the NETC instructor to verify that the TAP information remains correct. If there are changes, request a meeting with the NETC instructor to revise the Curriculum Articulation Agreement.
16. If possible, arrange a field trip for students to NETC to tour the campus, see equipment, demonstrations, and talk with current students.
17. Invite NETC faculty and/or Admissions staff to your classroom for introductions, Q&A session at least once during school year.

## Section 2

### Procedures for Technical Advanced Placement for NETC Instructors

1. Work with high school faculty to develop Curriculum Articulation Agreement. If there are changes, submit changes to Office of Academic Affairs.
2. Receive and keep on file the following articulation documents: the Comprehensive Articulation Agreement (school district and college); copies of the Curriculum Articulation Agreement, copies of the TAP form; copies of the welcome letter.
3. During the school year, contact the high school faculty member at least once each semester to offer to visit the students, arrange a visit to the College by high school students (group or individually), discuss any curriculum changes. Other topics may include sharing of resources, materials and/or equipment.
4. Demonstrate willingness to work with high school faculty to strengthen cooperation and collaboration—such as serving on high school advisory committee or inviting to serve on NETC’s committee, offering to speak to classes, attending high school subject-related events, etc.
5. Look for grant opportunities which might support both high school and NETC efforts; collaborative grants are numerous.
6. At the end of the high school academic year, expect the Roster from the high school teacher, which lists all students who are eligible for TAP.
7. Use the Roster for contacting students and for checking for TAP credit on the student’s EVAL (Datatel curriculum requirements display).
8. Be an ambassador to the community regarding TAP and the cooperation with the school districts and opportunity for students.
9. If changes occur in your program, be responsible for contacting the high school teacher to discuss the changes and communicating these changes to the Office of Instruction for publication.

## Section 3

### Forms/Templates

- Comprehensive Articulation Agreement for Technical Advanced Placement
- Curriculum Articulation Agreement
- Competency Articulation Information/Teacher Recommendation
- Template for Competency Verification–Joint document
- Competency Progress Chart
- Student Contract form –High School Teacher
- Parent letter –High School Teacher
- Graduation Letter
- Award Certificate –High School Teacher
- NETC Welcome Letter
- Roster
- TAP Questions and Answers

## **Technical Advanced Placement Comprehensive Articulation Agreement**

In support of the Education and Economic Development Act (EEDA), Northeastern Technical College and Chesterfield County, Marlboro County and Dillon 1, 2 and 3 School Districts and the Director of Dillon Technology Center agree to support partnerships among schools, business and industry, parents and students. The goal of these partnerships is to ensure that students have the opportunity to graduate from high school with knowledge, abilities and attitudes to succeed in the world of work, in order to become productive members of the community. In this agreement, Technical Advanced Placement (TAP) courses include career and technology and applied academics courses to allow cooperation and collaboration where feasible.

Through articulation and other methods of cooperation, high school graduates who successfully participate in TAP can make a transition from high school to Northeastern Technical College, and on to work or to further education, based on their program of study. The schools of each district and NETC will jointly review and develop competency-based curricula to facilitate student transition.

Articulation is an agreement between institutions, which may allow a student to receive advanced placement and/or credit for instruction in the high school. The purpose is to coordinate programs, communicate competencies, and provide information to students to eliminate duplication of instruction, provide opportunities for advanced training, and promote informed career decision-making. The goal is to provide a smooth path for students to follow without delays, duplication of courses or loss of credit.

Under the terms of this TAP Articulation Agreement, students who successfully complete specific programs and who are recommended by high school officials may be awarded advanced placement credit by NETC. Both institutions agree to develop and implement efforts to coordinate career and technology education programs at the secondary and postsecondary levels and to communicate regularly regarding the implementation and methods of instruction in applied academics courses; the result will be the granting of postsecondary credit for articulated competencies completed at the secondary level, in programs or courses where feasible. These competencies will be included in Program Articulation Agreements, developed by school administration and faculty, in cooperation with college administration and faculty.

I. School Districts agree to the following statements regarding Technical Advanced Placement:

**Part A. Curricular/Instructional Program.**

1. Provide competency-based curricular and instructional materials for discussions with NETC counterparts.
2. Share a list of supporting materials, when requested, for each articulated course. (Examples include textbooks, software, supplies, etc.)
3. Provide opportunities for high school faculty to meet in order to coordinate competencies and standards with NETC faculty in articulation areas.
4. Provide teacher in-services and instructional support for faculty teaching TAP courses included in this agreement.
5. Provide appropriate orientation and documentation to each student who successfully completes TAP coursework for presentation to NETC for advanced placement purposes, with a minimum grade of "B".
6. Orient faculty annually to the TAP process and provide for necessary updates to agreements as curricular offerings change.
7. Cooperatively design, with NETC officials, a method of evaluation of effectiveness for articulation programs.
8. Coordinate faculty visits to NETC on a minimum biannual basis to review equipment and instructional changes.
9. Include NETC faculty as members of advisory committees, when feasible.
10. Assure the technical college that secondary faculty who teach the articulated courses which are credit courses in professional, occupational and technical areas that are components of associate degree programs (not usually resulting in college transfer) must possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, occupational and technical areas must be at the associate degree level. The typical combination is a baccalaureate degree with appropriate work experience. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members. Such cases must be justified on an individual basis, in writing. (SACS, Principles of Accreditation). The secondary school must provide written documentation of exceptions to these minimum credentials to the Chief Academic Officer at Northeastern Technical College.

## **Part B. Guidance/Counseling/Career Planning Services**

1. Inform parents, students and community members about TAP and the related procedures on a regular and timely basis.
2. Provide career counseling activities for middle and secondary students who are enrolled or seek enrollment in TAP courses.
3. Distribute TAP promotional materials to faculty, students and parents, as appropriate.
4. Forward an official high school transcript and documentation of successful completion of coursework to NETC as requested by the student upon his/her graduation from high school.
5. Forward a roster annually of all senior TAP students to NETC for recruitment and informational mailings.
6. Coordinate with NETC a tour of the campus/programs a minimum of once for each senior TAP student by May 15 of each year.
7. Cooperate in strategies designed to orient high school and middle school students to TAP and program offerings of NETC.

## **II. Northeastern Technical College agrees to the following statements regarding articulation:**

### **I. Part A. Curriculum and Instruction**

1. Provide competency-based materials and instructional materials for the articulated courses covered by this agreement.
2. Share a listing of resources/materials (such as textbooks, software, equipment, etc.) as requested for articulation purposes. Other services, such as technology demonstrations, visits and speaking engagements, can be arranged on an individual basis.
3. Assist high school faculty with review and evaluation of course competencies to ensure that equivalent competencies and standards are achieved in the articulated high school courses of this agreement.
4. Provide faculty in-service and instructional support for those involved with TAP courses.
5. Award advanced credit to students who successfully complete and present documentation (see Part III) of TAP courses. The grade of "E" will be posted for the student's transcript. The transcript will reflect credit earned toward program completion, but will not reflect a grade; therefore, advanced placement credits will not affect the College grade point average.
6. Orient faculty annually to the TAP process and provide for necessary updates to agreements as curricular offerings change.

7. Cooperatively design with high school officials a method of evaluation of effectiveness for TAP programs.
8. Include high school faculty as members of advisory committees, when feasible.
9. Visit high schools on a minimum biannual basis to review equipment and instructional changes.

## **II. Part B. Guidance/Counseling/Career Planning Services**

1. Visit classrooms, only upon request/approval of high school officials, to discuss TAP, articulation and career opportunities.
2. Provide tours of campus/specific programs in cooperation with high school officials on an as-needed basis.
3. Distribute TAP promotional materials to faculty and NETC students.
4. Explain to students in the admission process the awarding of credit for TAP courses.
5. Administer placement testing, upon request, in high school, when groups of students are identified as future NETC students.

## **III. Student Responsibilities**

The student must:

1. Earn high school credits by successfully demonstrating mastery (a minimum of 85%) of the articulated competencies.
2. Meet any prerequisites of the program of study at NETC.
3. Apply for admission through regular admission procedures of NETC and pay the application fee.
4. Request an official copy of high school transcript and documentation of TAP course mastery be sent to the NETC Admissions Office. High school graduation is a requirement of most programs of the College.
5. Complete the TAP form and return to NETC Admissions Office.
6. Enroll and attend classes at NETC in order for advanced credit to be awarded on the NETC transcript. Students should be aware that advanced standing credit may not be accepted by another technical college and may not transfer to another postsecondary institution. (This is due to student's major, limits on hours for transfer, or no recognition of articulation agreement.)
7. Enroll within 18 months following high school graduation in order to receive advance placement through this agreement. If more than 18 months have passed, the student's situation will be reviewed individually to determine options for receiving credit (such as challenge exam, demonstration of skills.)

**IV.** Program Articulation Agreements will be developed and published, with authorization granted to site administrators and faculty for development and implementation.

**Part A. Program agreements shall be developed and implemented by the principal/faculty of local school facility in cooperation with the administration/faculty of the college.**

1. Agreements shall be based on competencies achieved at the secondary level.
2. Agreements shall include secondary school courses and the college courses included in the agreements.
3. Program agreements shall include minimum grade requirements, if exception to the minimum grade of “B” required for articulation.

We accept this written agreement to implement a Technical Advanced Placement program designed to provide students with a technical preparation through a sequential, articulated competency-based curriculum at the secondary and postsecondary levels. This agreement may be modified by authority of the President of NETC or designated District Superintendent. A review of this agreement shall be conducted by these officials or their designees every five years.

**SIGNATURE PAGE ATTACHED**



# Curriculum Articulation Agreement

For:

(NETC Course Prefix and Number)

The faculty of \_\_\_\_\_ High School and Northeastern Technical College (NETC) have reviewed the course competencies and agreed that completers of \_\_\_\_\_ (high school program) who satisfactorily complete the following competencies, with an overall grade of 85, as indicated by instructor initials, are eligible for Technical Advanced Placement for the above-named course at NETC.

**NETC Competencies:**

Instructor Approval	Competency	Comments
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	

By signature, it is agreed that faculty have articulated the competencies of the high school program and the NETC course and agreed that students who have mastered the named competencies with a program grade of 85 or higher are eligible for Technical Advanced Placement for the above named NETC course.

\_\_\_\_\_ **High School**

Name (*Print*) \_\_\_\_\_ Signature: \_\_\_\_\_

**Northeastern Technical College (NETC)**

Name (*Print*) \_\_\_\_\_ Signature: \_\_\_\_\_

# COMPETENCY PROGRESS CHART

For \_\_\_\_\_ (NETC Class)

**Student:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_

NETC will provide the competency information on this chart for each articulated class. High school teachers may use this chart to track and document student progress.

**NETC Competencies:**

Instructor Approval	Competency	Comments
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
	11.	
	12.	
	13.	
	14.	
	15.	

By signature, teacher verifies that student has satisfactorily performed the competencies and earned at minimum of “B” grade.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Technical Advanced Placement**  
**Competency Articulation Information/Teacher Recommendation**

NETC Course Prefix and Number: \_\_\_\_\_

**Section I. Student Completes:**

Complete this section and give to your high school Career/Technology teacher.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ SSN: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

High School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

**Section II. Teacher Completes:**

I verify that this student has mastered, with minimum of "B" grade, the course competencies listed on this document (signifying mastery of all sub-competencies as articulated) and therefore, I recommend this student for TAP.

Major Course Competencies: (Attach competency listing and approval)

For TAP Agreements that include certifications as evidence of mastery of course content, please attach proof of certification.

NOTE: Use Competency Progress Chart or document in similar format.

Teacher Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

High School Course through which student gained competencies for TAP: \_\_\_\_\_

Date of Course Completion: \_\_\_\_\_

Comments:

High school teacher should make and maintain a copy and mail original to Admissions Office, NETC, P.O. Drawer 1007, Cheraw, SC 29520.

# TAP Student Contract

Student Name: \_\_\_\_\_

High School/Center: \_\_\_\_\_

High School Course of Study: \_\_\_\_\_

NETC Course for TAP: \_\_\_\_\_

I agree that I am interested in Technical Advanced Placement, with the opportunity for earning credits at Northeastern Technical College. I understand that I must complete the following requirements:

- Mastery of the course competencies outlined in the TAP agreement and included in my high school course of study;
- Earning a “B” or better in the high school course work of the program;
- Earning the written recommendation of my high school teacher for TAP credit.

I also understand that TAP credit will be awarded only when I enroll at NETC and I am responsible for submitting my application for admission and admission fee, my high school transcript and placement information within 18 months of graduation in order to earn TAP credit.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By including the following information, I agree that NETC can contact me regarding admission, financial aid programs and other college-related information. I give my high school permission to send this information to NETC Admissions Office.

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

High school teacher should make and maintain a copy and mail original to Admissions Office, NETC, P.O. Drawer 1007, Cheraw, SC 29520.

# Technical Advanced Placement Parent Information Letter

Northeastern Technical College (NETC) and the high schools of Chesterfield, Dillon and Marlboro Counties are offering students an opportunity to earn credit at the College by completing certain Career and Technology programs while still in high school. This is an excellent opportunity to save time and money, if the student enrolls at NETC. In TAP, the student is not enrolled at NETC while in high school and no tuition is charged. This program is called TAP, for Technical Advanced Placement.

Faculty from both NETC and the high schools have met and, through a process called articulation, have developed an agreement that recognizes the skills, or competencies, achieved in high school and applicable to introductory college courses.

Students who meet the following requirements will be awarded exemption credit for courses at NETC for certain courses which will appear on the student transcript with the grade of “E”. This grade does not affect the student grade point average. These requirements include the following:

- Master the course competencies outlined in the TAP agreement and included in the high school course(s) of study ;
- Earn a “B” or better in the courses(s);
- Receive a written recommendation by the high school teacher who submits the information to the NETC Admissions Office;
- Apply to NETC by following the admission requirements, including submitting application for admission plus fee; submitting high school transcript and placement information, as required. The student must enroll at NETC within 18 months, following graduation to be eligible for TAP.

If you would like more information, please contact the Career and Technology instructor at your child’s high school or the Admissions Office at NETC.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this letter to the high school teacher by sending it with your student, after signing.

## Technical Advancement Placement Graduation Letter

Dear \_\_\_\_\_:

If you are enrolled in a class or classes that earn high school units for Technical Advanced Placement (TAP) at Northeastern Technical College---***Congratulations!***

If you have satisfactorily completed the competencies (skills), your teacher will submit the TAP Recommendation so that you can receive exemption credit. You are responsible for completing the process so that NETC can award the credit.

- You must confirm that your teacher or high school staff have submitted the TAP Recommendation form to the NETC Admissions Office. The Recommendation requires that you have earned 85 or better and satisfied the requirements on the TAP agreement.
- You must submit your NETC application for admission and fee, and your high school transcript to NETC Admissions Office.
- You must follow NETC Admission requirements, including placement testing, if required.
- You must enroll at NETC within 18 months of high school graduation in order to be eligible for TAP credit.

By participating in TAP, you have saved time and money because you do not have to re-take the course. This articulated credit is assured only at Northeastern Technical College.

At NETC, we look forward to your attending our College to continue on your educational pathway to an exciting future! After you have enrolled at NETC, you will receive notice of your Credit Evaluation, indicating that NETC has awarded exemption credit for the eligible courses.

If you have questions, be sure to contact your high school counselor or the NETC Admissions Office. You can find Questions and Answers about TAP at [www.netc.edu](http://www.netc.edu) .

Sincerely,

*This Certifies that*

---

*(Student Name)*

*Has Completed Requirements  
at*

---

*(High School)*

**In** \_\_\_\_\_  
*(Subject/Program)*

*To receive  
Technical Advanced Placement Credit  
When enrolled at  
Northeastern Technical College*

---

*(Teacher signature)*

---

*(Date)*

High school teacher should make and maintain a copy and send original to high school administration for recognition purposes. Certificate can be utilized to notify parents of student eligibility for TAP credit at Northeastern Technical College.

## NETC Welcome Letter

Dear \_\_\_\_\_:

On behalf of Northeastern Technical College (NETC), it is my pleasure to congratulate you on your high school graduation! I have received notice from your high school that you are eligible for Technical Advanced Placement (TAP) credit and you deserve congratulations for that achievement, too.

I am looking forward to your enrolling at NETC to continue your education. Please be sure that your high school has submitted your TAP form to the NETC Admissions Office for consideration. Based on your eligibility, the College will award credit if you enroll within 18 months of your graduation. You must enroll at NETC in order for TAP credit to be awarded. By earning TAP credit, you can save time and money as you continue your education.

Please contact me by phone or e-mail, if you have questions or if you would like to visit the College before you enroll. If we have an appointment, I can make arrangements for you to tour the college to get important information in advance. If you are interested in financial assistance, be aware of the application deadlines for each semester so that you will have approvals needed to enroll.

Congratulations again and welcome to NETC!

Sincerely,

(NETC Admissions or faculty name and contact information)

## TAP Roster

**Teacher:** \_\_\_\_\_ **High School:** \_\_\_\_\_

Students Recommended for TAP Credit	NETC Course	Student Signature/Address
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

\_\_\_\_\_  
**Signature of High School/Career Center Teacher**

\_\_\_\_\_  
**Date**

## TAP Questions and Answers

### **What does TAP Mean?**

TAP means Technical Advanced Placement. This means you have exempted certain courses at NETC, because you have achieved competencies/skills in your high school program which are comparable to competencies/skills in introductory classes at NETC. Your high school teacher must verify your performance of these competencies to NETC.

### **How do students participate in Technical Advanced Placement?**

Students can take certain high school courses and complete specific requirements to receive TAP credit. For some courses, it may be as simple as having your teacher submit Competency Verification form; for others, requirements may include completing a TAP exam or taking the NETC placement test.

### **How does TAP work at NETC?**

Students earn college credit hours which appear on the college transcript, after enrolling at NETC. The notation is shown as “E” for exemption and this is not calculated as a grade, so there is no effect on the overall grade point average.

### **What steps are required?**

These requirements include the following:

- Master the course competencies outlined in the TAP agreement and included in the high school course(s) of study;
- Earn a “B” or better in the course(s);
- Receive a written recommendation by the high school teacher who submits the information to the NETC Admissions Office;
- Apply to NETC by following the admission requirements, including submitting application for admission plus fee; submitting high school transcript and placement information, as required. The student must enroll at NETC within 18 months, following graduation to be eligible for TAP.

### **Does it cost to participate?**

No, there are no fees for the award of TAP credit at NETC. After graduation, students must follow NETC admission procedures, including payment of application fee.

### **Do students have to apply to NETC and be accepted before participating in TAP?**

No, participation in TAP starts in high school with satisfactory completion of Career/Technology courses. Students must apply to NETC within 18 months of graduation and supply TAP documentation in order for NETC to award exemption credit for TAP courses.

### **How is TAP credit used?**

If the student is eligible for TAP credit, the credit appears on the NETC transcript. The credit may be applied to graduation requirements for a similar program to the one for which TAP credit is awarded. For example, a health-related course may not apply to metalworking program requirements, except as an elective. If student receives TAP credit for a course, the student does not have to re-take the course at NETC. TAP credit is used just as credit earned at NETC.

**Can TAP credit be used at other colleges?**

In most cases, TAP credit is based on agreement between NETC and the high schools in the NETC service area and can be used only for advanced placement in one of NETC's programs. Students may contact the Admissions Office of other colleges to ask about TAP. TAP credit will most likely not transfer to a senior college or university.

**Is TAP available at other colleges?**

All South Carolina Technical Colleges and many throughout the country operate similar programs, although they are not all named TAP. Each college sets its own program guidelines. For more information, contact the Admissions Office of the college selected for enrollment.

**Who can give more information?**

High school counselors, high school career and technology teachers and the NETC Admission Office can provide more information. Contact NETC by calling 843-921-6932 or 1-800-921-7399 or e-mail [admissions@netc.edu](mailto:admissions@netc.edu) .



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