High School/ROP Teachers:

- Welcome to a new and exciting year of Tech Prep partnership to help your students get a head start. With the economy presenting challenges at every level, this partnership is more important than ever before.
- **NEW…**All certifications need assessment verification attached. Please see individual articulation agreement for assessment component(s).

- Participating teachers should have a copy of their articulation agreement and know specifics of their particular contract: type of credit available and requirements for credit to be awarded.

- Student must meet all conditions of their district’s/discipline’s articulation agreement to be eligible for credit.

- Teachers to complete a simple “Intent to Participate” form to receive the latest articulation agreement and communication throughout the year. Draft form is attached.

- Once a student applies and submits supplemental questions, they will be enrolled as a Tech Prep student and sent a VVC College student ID. A copy of the articulation agreement will also be forwarded to teacher on record.

- Incomplete enrollment (not completing both applications) will find students dropped from the program and ineligible for any credit earned. Please don’t let this happen!

- All interested students must apply while enrolled in high school/ROP articulated class. Victor Valley College offers no after-the-fact option for awarding credit.
• Student Certification Form should be completed on computer, printed out and then turned in to the student’s career technical education teacher.

• Class enrollment rosters are available any time by emailing request to bennettl@vvc.edu When requesting information, include parameter(s) such as all of a District’s high schools, just one high school within a District, one particular teacher or a specific discipline.

• Victor Valley College Tech Prep Office will facilitate instructor-to-instructor dialog.
  Active discussion is an important part of successfully preparing students to meet all assessment requirements.

• The Tech Prep Office requests a contact person(s) to resolve any issues that may arise.

• Victor Valley College Tech Prep Office is available to assist. We can guide new participants through any part of the process and assist veteran teachers with questions, class enrollment rosters or assessment material. Close partnerships build relationships and prepare students to succeed today and in the future. We can be reached us by phone or email:


Articulation Officer/Tech Prep coordinator:
Lee Bennett (760) 245-4271 x2403, bennettl@vvc.edu