Victor Valley Community College
Tech Prep

2010-2011 High School/ROP Teacher Check-off Sheet

Complete Intent to Participate
- Hardcopy available by emailing lee.bennett@vvc.edu

Thoroughly review and understand articulation agreement criteria
- Specific articulation agreement will be forwarded after “intent” is received
- Tech Prep questions and clarifications: 1-760-245-4271 x2403
- Earned credit will be applied when all criteria have been met

Facilitate Student Enrollment
- Students are eligible only if enrolled in Tech Prep while taking class
- Admission Application: http://www.vvc.edu/offices/tech-prep/index.shtml
  - Tech Prep questions: 1-760-245-4271 x2403
- Student Certification Form: http://www.vvc.edu/offices/tech-prep/index.shtml

Collect and hold students’ Certification Form until end of course
- Forms should match Tech Prep student enrollment

Facilitate course assessment
- Refer to Articulation Agreement for specific requirement(s)
- Contact the Tech Prep office well in advance to insure compliance
- Victor Valley College faculty are off tract during breaks and not available

Complete Certification for ALL Tech Prep students enrolled
- Make sure to check whether or not student met criteria
- Legibly complete teacher name, phone, email, and signature
- Instructing teacher must complete section. No department chair, coordinator, counselor, etc.

Attach any/all assessment component(s)
- Tech Prep assessment questions/facilitations: 760-245-4271 x2403

Forward to high school/ROP Registrar
- Congratulations! You have assisted student(s) in getting a jump start in life.

On behalf of students, thank you for your Tech Prep partnership.