

BOARD MEETING DATE: September 17, 2024\_\_

ITEM NO: VIIA\_\_\_\_\_

RECOMMEND THAT the District Board of Trustees approve the Career Pathways Articulation Agreement with Suwannee County.

This template has been previously reviewed and approved by the Board Attorney

THIS RECOMMENDATION will allow seamless articulation for students from Suwannee County and NFC to articulate credit into various programs.



**NORTH FLORIDA  
COLLEGE**

**North Florida College**

**Career Pathways Agreements**

**With**

**Suwannee County School Board**

A decorative graphic consisting of a light blue, semi-transparent rectangular block with a 3D effect, tilted slightly. The year '2024-2025' is printed in a bold, maroon font on the right side of the block.

**2024-2025**

**Career and Workforce Education  
North Florida College & Suwannee County School Board  
Career Pathways Articulation Agreement  
2024-2025**

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and North Florida College (NFC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

NFC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreement will be developed during the year, and this agreement will be amended as agreements are completed.

**Student Qualifications**

Students must meet all NFC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 3.0 (on a 4.00 scale) or better.
2. Completion of North Florida College Application for Admission and placement testing requirements as well as additional specific program requirements.
3. Graduation from secondary school no more than 24 months prior to enrollment at North Florida College.
4. Enrollment in an A.S.; College Credit Certificate; or Postsecondary Career Certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification.
5. Courses that make up an Associate in Science degree that are included in a College Credit Certificate program may also receive articulated credit in the same courses for the College Credit Certificate program.

**Procedure**

1. The secondary school guidance department provides evidence of completion to the district Career and Workforce Education contact who forwards the information to the NFC's Career Pathways contact.
2. Individual High School Guidance Counselors will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district high school guidance department contact informing the student of the Career Pathway articulation agreement opportunities.

3. NFC will award/ enter high school earned credits under this agreement after the student has completed 12 semester hours or 150 clock hours in the program in which the degree or certificate is to be awarded.

### **Conditions of Agreement**

1. Suwannee High School, Branford High School and RIVEROAK Technical College faculty members and NFC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Suwannee High School, Branford High School and RIVEROAK Technical College and NFC will review the list of articulated programs of study annually. Necessary changes will be made based on changes in program offerings and outcomes.
3. Suwannee High School, Branford High School and RIVEROAK Technical College and NFC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.

### **Credit Articulation**

1. To receive articulated credit for CGS 1100, CGS 2515 and/or, ACG 2450 the following must be completed prior to such credit being awarded:
  - a. The most recent version of Microsoft Office Word and PowerPoint will articulate credit for CGS 1100 - Computer Applications 1.
  - b. The most recent version of Microsoft Excel will articulate credit for CGS 2515 - Spreadsheet Applications for Business.
  - c. Certification in Quickbooks Pro's most recent version will articulate credit for ACG 2450 - Accounting Using Quickbooks.
2. Comprehensive examinations may be required for students who have not completed the industry certifications listed on this articulation.
3. NFC will not charge tuition for any courses for which a student receives articulated credit.

This agreement is valid for the current school year and may be terminated at any time by either District School Board of Suwannee County or North Florida College through providing thirty (30) days' notice. In the event of a termination, Suwannee County School District agrees that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at NFC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Dean of Academic Affairs, North Florida College; Associate Dean of Economic Development and Workforce Education of North Florida College; Registrar, North Florida College; Coordinator of Dual Enrollment, North Florida College; Representative for School County School District, and others as so designated.

High School Career Pathway/RIVEROAK	Associated Industry Certification	NFC Program of Study/ Certificate	Assessment	Articulated Credit
<b>Applied Engineering Technology</b> 8401110 Applied Engineering Technology I 8401120 Applied Engineering Technology II 8401130 Applied Engineering Technology III	(Not required for articulation purposes)	<b>Industrial Machinery Maintenance I/PSAV</b>	Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the <b>Technical Core</b> and must successfully complete all academics with an <b>overall GPA of "C" or higher.</b>	ETI 0301 Industrial Machinery Maintenance Assistant I ETI 03020301 Industrial Machinery Maintenance Assistant II
<b>Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) I</b> ACR000 Introduction to HVAC/R ACR001 HVAC/R Fundamentals ACR0012 HVAC/R Service Practices	<b>EPA 608</b>		Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the <b>Technical Core</b> and must successfully complete all academics with an <b>overall GPA of "C" or higher.</b>	ACR 0000C Fundamentals of Refrigeration ACR 0930C Selected Topics in Air Conditioning

**SCSB 2025-59 (REVISED/RENEWAL)**

<b>NFC Career Pathway</b>	<b>Associated Industry Certification</b>	<b>RIVEROAK Program of Study/ Certificate</b>	<b>Assessment</b>	<b>Articulated Credit</b>
<b>Fundamental Food Service Skills</b> HMOV0101 Intro to Food Prep HMOV0102 Cooking Methods and Techniques	ServSafe Food Handler	Professional Culinary Arts & Hospitality	Completion of postsecondary program of study. Student must receive a grade of "B" or better in each class in the Technical Core	HMOV0100 Food Preparation

IN WITNESS WHEREOF, the Suwannee County School Board and The Board of Trustees, North Florida College, Suwannee, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.


\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Trustees,  
North Florida College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, North Florida College

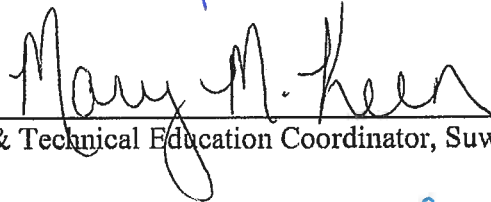
**AUG 27 2024**  
\_\_\_\_\_  
Date

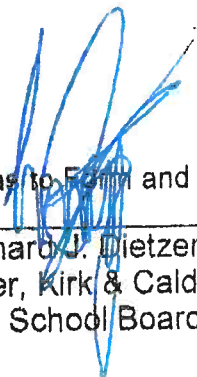
  
\_\_\_\_\_  
Chair, Suwannee County School Board

**AUG 27 2024**  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent, Suwannee County School District

**AUG 27 2024**  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Career & Technical Education Coordinator, Suwannee County  
Schools

  
"Approved as to Form and Sufficiency  
BY \_\_\_\_\_  
Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Suwannee School Board Attorney"