

## **Instructions for Completing Request for Articulated Credit Forms**

- 1. All students must have a completed Clark State application on file. This application is found at www.clarkstate.edu/admissions/financial aid/what kind of student are you/tech prep
- 2. Complete names and *accurate* social security numbers are required for all students requesting all articulated credit.
- 3. High School/Career Center instructors are responsible for having this form completed before Clark State faculty arrive to administer the exam or evaluate the project.
- 4. The Request for Articulated Credit form for Industry Certification must be completed with copies of the industry certification attached for each student.
- 5. It is the responsibility of the Clark State instructor or evaluator to submit this completed form to the department dean for final signature.
- 6. The Request for Articulated Credit form must have all signatures and is then required to be submitted to the Clark State Registrar for posting.
- 7. If you have any questions, please call the Clark State Faculty/Evaluator or call Tech Prep at 937.328.3888.



## Request for Articulated Credit via Proficiency Test/Project

College Course to be articulated:			
Career Center:	Instructor:		
Program:	Date of test:		
Remember: All students must have completed as be granted.	n online Clark State application for To	ech Prep befo	re credit will
Student Name	Social Security Number	Score	Pass/Fail
Clark State Instructor/Evaluator name:			
Clark State Instructor/Evaluator signature:			
Clark State Dean signature:			



## Request for Articulated Credit via Industry Certification

College Course to be articulated:			
Name of Industry Certification/s:			
areer Center: Instructor:			
Program:			
Remember: All students must have completed be granted.	an online Clark State application	on for Tech Prep befor	e credit will
Student Name	Social Security Number	Documentation	Pass/Fail
*Copy of Industry Certification Documentation	for each student MUST be attac	thed to this form	
Clark State Instructor/Evaluator name:			
Clark State Instructor/Evaluator signature:		_ Date:	
Clark State Dean signature:		Date:	