



Fox Valley
TECHNICAL COLLEGE®
Knowledge That Works

High School Articulation Guide



www.fvtc.edu/K12StaffResources

Welcome!

Welcome to the Fox Valley Technical College team! Together, FVTC and your school district provide exciting opportunities for kids to explore potential careers, earn early college credit and save money on their future degrees. This guide will help you understand the different types of articulated courses, the qualifications required to teach and the process for getting started. Once an agreement is in place, faculty liaisons and the K-12 Partnerships team will be with you every step of the way.

For more information - Office of K-12 Partnerships



Jennifer Van Thiel
Manager
920-560-1439
jennifer.vanthiel0312@fvtc.edu



Kamala Alexandra Mischler
Articulation Specialist
920-735-2563
kamalaalexandra.mischler7708@fvtc.edu



Amanda Martzahl
Career Discovery and
K12 Partnership Specialist
920-996-2803
amanda.martzahl4221@fvtc.edu



Brooke Friederichs
Start College Now Specialist
920-735-4889
brooke.friederichs3731@fvtc.edu



Tiffany Ertman
Early College Credit Specialist
920-735-4717
tiffany.ertman0264@fvtc.edu





***Wisconsin Technical College (WTCS)
Articulation/Dual Enrollment Guiding Principles and Protocol
High School Teachers Teaching WTCS Courses to High School Students***

High school teachers teaching transcribed credit courses shall follow the same guiding principles. If a college chooses to enforce additional requirements they may do so. The high school and the instructor need to work with the Technical College in their district. If that district cannot provide the dual enrollment program or courses need to be articulated, then the Career Prep Coordinator is asked to reach out to another technical college for assistance, and grant permission to that college to assist the school district.

1. The High School teacher must hold a current DPI license in the discipline in which he/she would like to teach and be employed as a secondary school instructor by a K-12 district *within the Wisconsin technical college district*. In addition, the high school instructor must meet the individual college's credentialing requirements. The established protocol is to stay within the district. An out of district protocol may be considered on a case-by-case basis by the instructional or student services vice president depending on the district or their designee with the involvement of the technical colleges Career Prep Coordinator. In cases where the *in district* technical college does not offer the course or program, or chooses not to develop an agreement, or cannot find a solution for a student, an out of district protocol may be developed through mutual agreement between the vice presidents.
2. Following the development of an articulation agreement, the high school instructor may teach a technical college course to students within their high school of the Technical College District.
3. A written contractual agreement between a school district and a technical college will be created as part of the articulation agreement. ***These agreements will be reviewed annually by the college and their partner.***

It is recognized that each college must have a plan in place to assure that the goal of student attainment of competency is met. The plan each college creates will assure that high school students have met the course competencies following successful completion of a WTCS transcribed credit course. The plan must include the following:

- WTCS college curriculum, textbooks or related materials and appropriate assessments will be utilized
- When needed, properly equipped laboratories will be in place
- A dialogue will take place to include the high school and the WTCS faculty, as well as the WTCS Career Prep Coordinator prior to the course being offered
- If at any time the articulation agreement is not meeting the needs of the parties involved, the agreement can be dissolved and considered again in the future

A documented evaluation process needs to be in place to assure the following:

- Teacher has demonstrated the ability to teach the competencies of the full WTCS course
- That the WTCS' college curriculum is being implemented and followed
- That appropriate assessments are being utilized to determine acquisition of the competencies.

Dual Credit Open Enrollments/Distance Learning

Among Early College Credit options offered to high schools by FVTC, the Transcribed Credit/Dual Credit option consistently has the highest student enrollment each year. ***Dual Credit agreements are between FVTC, a specific high school and a specific high school teacher, allowing the credentialed high school teacher to deliver full college curriculum in a face-to-face format in their high school classroom at no cost to students, families or school districts.*** College curriculum is proprietary and may not be used outside such an agreement. In addition, the high school teacher collaborates with college faculty and staff as needed to ensure there is a proper understanding of processes and of the curriculum.

We recognize that there are challenges with finding teachers and that it is even more difficult in some cases to find teachers who meet the credentialing requirements to teach Dual Credit. However, if a school is willing to accept open enrollments from other high schools into their Dual Credit class, the following protocol must be followed, or Dual Credit will not be awarded.

1. **Preapproval** from K-12 Partnerships and FVTC Division Leadership is required **prior to the mid-May course submission deadline** for the following academic year.
2. Agreed upon open enrollments from other school districts must be included in the contract between FVTC and all participating school districts.
3. This option is **ONLY available for schools residing in the 5 county FVTC district.**
4. FVTC requires a full list of students who are open enrolling, including their home school, the exact courses they are attending and the specific high school they are open enrolling to.
5. Students from other school districts **must attend the class in person** with the approved Dual Credit teacher who has agreed to accept open enrollment students.
6. Distance learning options will only be considered for classes that require MindTap or digital access, and **ONLY if it is a virtual live class** that is being broadcast at **no charge via FVTC's Learning Management System (LMS.)**
7. There is **no cost** to the student, family or district for Dual Credit classes, other than required text and supplies.
8. ***Do not publish*** the approved Transcribed Credit/Dual Credit offerings in any distance learning course catalog



Opportunities for early college credit

Motivated students can earn more than technical college credits. They can complete many technical college credentials before high school graduation, at little to no cost to the student or family.

Academies

Academies are program specific pathways taught at Fox Valley Technical College campuses, but FVTC Instructors. These offerings are specifically designed for students who can articulate their career goals and want to get a head start on a specific set of classes or a credential that is embedded into a Technical Diploma and/or Associate Degree while still in high school. Please note: Prior approval from the student's school district is required for attendance. It is the responsibility of the student/family and school district to determine, prior to the class start date, who is responsible for payment. If payment responsibility is not established as part of the agreement, payment responsibility will default to the student and family. For more information, email: K12Partnerships@fvtc.edu.

Dual Credit

Fox Valley Technical College (FVTC) courses, taught at the high school, by a certified high school teacher. High school teachers are certified and mentored by FVTC faculty to duplicate competencies, curriculum, and assessment. The credits and grades earned will apply to both high school and college graduation at no cost to the student, school district or family. Dual Credit courses are *intended for juniors and seniors who are academically prepared for the rigor of college level classes* and who will also better retain course content as they transition into their programs of study beyond high school. Prior approval from FVTC Faculty Liaison is required for any freshman or sophomore students wishing to earn Dual Credit. For more information, email: Dualcredit@fvtc.edu

Start College Now

Qualified public-school juniors and seniors may take college-level classes at FVTC, if a comparable course is not offered within their district. Eligible students submit a "Start College Now" application and work with school counselors to select coursework. To obtain district school board approval, applications are due to the high school by March 1st for fall classes and October 1st for spring classes. All costs for this program are covered by the high school. For more information, email: StartCollegeNow@fvtc.edu.

Dual Credit Partnerships Roles and Responsibilities

High School Administrator Responsibilities:

- Meet with FVTC staff to establish partnerships for upcoming courses
- Ensure that instructors are scheduled to teach the courses they are identified and approved to teach.
- In Collaboration with the Master Scheduler at your high school, provide course schedules and any other required documentation to ensure accurate student enrollment and records
- Provide the facilities and resources needed to teach the course, including the most recent version of text or digital access to text that aligns with what is being used at FVTC.
- Provide all necessary student support services
- Maintain records of which students are enrolled in Fox Valley Technical College Dual Credit courses
- Grant high school credit for completion of Dual Credit courses
- Communicate to Fox Valley Technical College when a long-term substitute teacher is assigned to teach a Dual Credit class
- Ensure that each high school student has computer and internet access on registration day for each class.

High School Teacher Responsibilities:

- Attend Annual Dual Credit Program Summit
- Course resources, including textbook, software and other materials as specified by your FVTC program faculty liaison must be used in conjunction with course content, assessments, and competencies to deliver each Dual Credit course.
- Teach 100% of the Fox Valley Technical College course competencies outline in the FVTC course syllabus provided by Faculty Liaison
- By the end of the 2nd week
 - Update and return syllabus to Liaison.
 - Assist Dual Credit students with FVTC account create and enrollment, including Collaboration with the Master Scheduler at your school to coordinate desired FVTC visit to support this process.
- Review class rosters (at least monthly) to verify course enrollments and withdrawals and notify K-12 Partnerships of any discrepancies, to ensure accurate records.
- Ensure students are aware of FVTC policies regarding enrollment changes, including dropping and withdrawing from class. All Dual Credit grades are posted on a student's FVTC transcript and are part of a student's cumulative GPA. Other colleges will require the FVTC transcript as part of their admissions process. Please help to set students up for success by reinforcing this on the first day. A higher level of commitment to study time and course participation will be important.

- If you feel that a student will not be successful in their Dual Credit course and wishes to withdraw, please follow the Dual Credit Academic Calendar/Guidelines for withdrawal procedures.
- Grades must be entered into the FVTC grading system for each student within 48 hours of course completion. If courses are not graded by the high school teacher, students will not be eligible for Dual Credit.
- Inform FVTC immediately of any changes to the teacher of record. Failure to do so will result in termination of the Dual Credit agreement.
- Collaborate with the Master Scheduler at your high school to consolidate all Dual Credit schedules for the upcoming academic year. Final Schedules are due in mid-May each year.

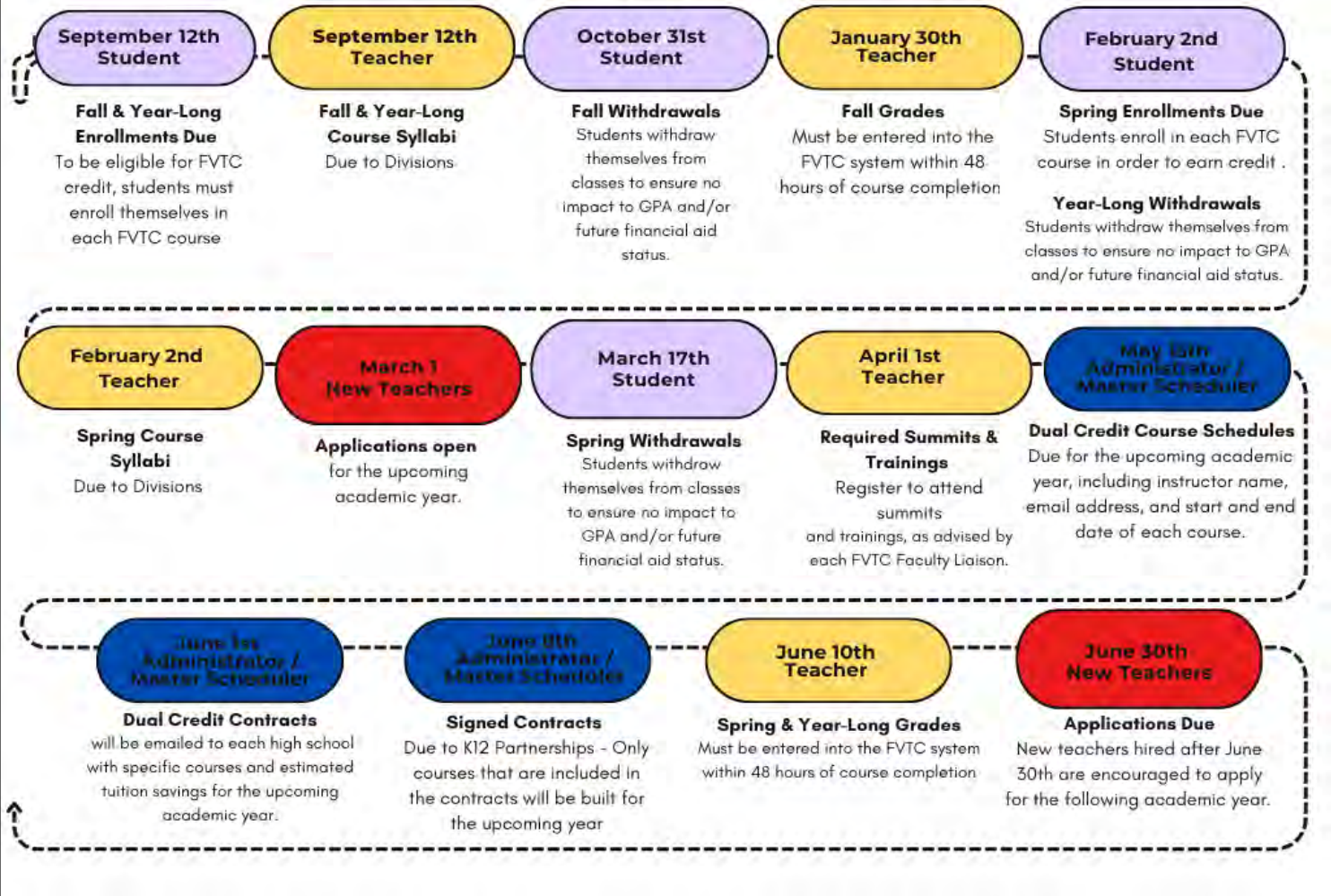
High School Master Scheduler Responsibilities:

- Serve as the consolidation point at the high school for dual credit course schedules.
- In Collaboration with District Administrators at your high school, provide course schedules and any other required documentation to ensure accurate student enrollment and records.
- Collaborate with the K-12 Partnerships office at FVTC to submit all Dual Credit course schedules, including Teacher of Record and specific course dates by the May deadline, each year.
- As annual course schedules evolve, keep the K-12 Partnerships team informed of any changes to your Dual Credit courses (semester offered, class is cancelled, long-term sub needed, etc.) so we can help determine next steps.
- Serve as the Liaison between high school Dual Credit Teachers and FVTC staff to coordinate classroom visits to support student account creation and enrollments for each term.
- Please use the FVTC course title and description to identify Dual Credit classes in your course catalog, so it is clear to students, parents and other educational institutions, should the credit be transferred. Be sure to coordinate with your Counseling team to ensure that a current list of DC classes is noted in your course catalog each year

High School Student Responsibilities:

- New Dual Credit Students are required to create a new student account and apply to the Dual Credit Program.
- New and Continuing Dual Credit students must enroll in FVTC courses within the first 2 weeks of each term, in order to be eligible to earn credit.
- Understand that Dual Credit courses require a higher level of commitment to study time and course participation.
- Students who are struggling can drop Dual Credit courses, up until the specified drop date each term. After that point, all Dual Credit grades are posted on a student's FVTC transcript and are part of a student's cumulative GPA. Students who plan to pursue post-secondary options outside of FVTC will be required to submit their FVTC transcript as part of their admissions process.

2025-2026 Dual Credit Calendar



Dual Credit Course List

Fox Valley Technical College is an educational institution accredited by the Higher Learning Commission (HLC) and is therefore required to follow established HLC Faculty Qualification Guidelines when administering Dual Credit Opportunities. The following list of courses have been identified by instructional divisions as Dual Credit, due to the fundamental and introductory nature of the curriculum. Teacher qualifications and terms of engagement are determined course by course, by FVTC faculty, specific to meeting instructional area requirements. Teacher certification is defined by the Wisconsin Technical College System and is based on the secondary teacher's current license from the Wisconsin Department of Public Instruction.

FVTC Course Title, Number, Credit	Instructor Qualification	Course Expectations including LMS requirements, online access, textbook requirements, supplies
Agriculture, Horticulture & Natural Resources		
Animal Science Fundamental 10-006-140 3 credits	200 Agriculture DPI license	
Ecology 10-057-109 3 credits	605 Biology/Life Science or 615 Environmental Studies or 200 Agriculture DPI license	
Introduction to Horticulture 10-001-111 3 credits	200 Agriculture DPI license	
Hydroponic Growing & Systems 10-001-121 2 credits	200 Agriculture DPI license	
Business Management, Office Technology and Finance		
Accounting Principles 10-101-107 3 credits	275 Basic Business Ed or 250, 251 Business Education or 281 Business & Office-Voc	
Business, Introduction to 10-102-112 3 credits	275 Basic Business Ed or 250, 251 Business Education or 281 Business & Office-Voc	
Financial Planning 10-114-175 3 credits	275 Basic Business Ed or 250, 251 Business Education or 281 Business & Office-Voc	
MS Office Suite, Intro to 10-103-120 2 credits	103 certification plus 275 Basic Business Ed or 250, 251 Business Education or 281 Business & Office-Voc	
Marketing		
DECA Leadership 10-104-110 1 credit	275 Basic Business Education or 250, 251 Business Education or 281 Business & Office-Voc	
Entrepreneurship, Intro 10-145-104 3 credits	250 Business Education or 285 Marketing	
Principles of Marketing 10-104-151 3 credits	285 Marketing	
Interior Design		
Basic Interior Design 10-304-125 3 credits	210 Family & Consumer Science Education	
Textiles 10-304-129 3 credits	210 Family & Consumer Science Education	• Take course prior to teaching Dual Credit

FVTC Course Title, Number, Credit	Instructor Qualification	Course Expectations including LMS requirements, online access, textbook requirements, supplies
Health Science		
Medical Terminology 10-501-101 3 credits	601 Broad Field Science w/A&P or 920 Health w/A&P or Minor in Health Occupations w/A&P or Licensed RN w/employment (dept. requirement: if RN okay, all others are required to take FVTC Medical Terminology class and pass with a "C" or better.)	<ul style="list-style-type: none"> •Take and successfully complete course with a C or above, prior to teaching for Dual Credit •Student must use Blackboard for course and MindTap for course •Cengage/MindTap \$30/student
Digital Literacy for Healthcare 10-501-107 2 credits	210 or 215 F/CS or 250, 251 Business Ed or 281 Business & Office-Voc	<ul style="list-style-type: none"> •Take and successfully complete course with a C or better, prior to teaching Dual Credit •Student must use Bb for course and MindTap for course •EHR Go! Subscription \$73/student
Public Safety		
Criminal Justice System 10-504-204 3 credits	701 Broad Field Social Studies, or 735 Political Science	
Forensic Science, Intro 10-504-110 3 credits	601 Broad Field Science or 610 Chemistry or 605 Biology	



FVTC Course Title, Number, Credit	Instructor Qualification	Course Expectations including LMS requirements, online access, textbook requirements, supplies
Culinary Arts and Hospitality Management		
Nutrition for Culinary Arts 10-316-196 1 credit	213 Family & Consumer Ed: Food Services	
Food Production, Intro 10-316-101 3 credits	213 Family Consumer Ed: Food Services and Certified ServSafe Instructors must provide documentation of a current certification as a ServSafe Instructor with a minimum 90% test score on either the National Restaurant Association Solutions (NRAS) or a 90% test score on the exam used to obtain a Certified Prof. Food Manager License granted by the NRAS accredited by the American National Standards Institute (ANSI). The renewal of this certification must be done every 5 years by taking the Instructor version of the ServSafe exam and obtaining a minimum score of 90%.	
Science of Baking 10-316-170 2 credits	Current Servsafe Food Managers Certification and 213 Family & Consumer Ed: Food Services or Baking & Pastry Technical diploma/degree	
Tourism: A Community Approach 10-109-131 3 credits	213 Family & Consumer Ed: Food Services or 250/251 Business Ed	
Early Childhood and K12 Education		
ECE Foundations of Early Childhood Education 10-307-148 3 credits	211 Family Consumer Ed: Child Services	
ECE: Health Safety & Nutrition 10-307-167 3 Credits	211 Family Consumer Ed: Child Services	
ECE: Infant & Toddler Development 10-307-151 3 credits	Master's degree in an education related field and a current DPI teaching license. OR 211 Family Consumer Ed. Child Services license	
ECE: Child Development 10-307-179 3 credits	Master's degree in an education related field and a current DPI teaching license. OR 211 Family Consumer Ed. Child Services license	
Introduction to Educational Practices 10-522-103 3 credits	Master's degree in an education related field and a current DPI teaching license.	
Technology in Education 10-522-104 3 credits	Master's degree in an education related field and a current DPI teaching license.	
Child and Adolescent Development 10-522-106 3 credits	Master's degree in an education related field and a current DPI teaching license.	

FVTC Course Title, Number, Credit	Instructor Qualification	Course Expectations including LMS requirements, online access, textbook requirements, supplies
Information Technology		
Microcomputer Applications 10-107-150 2 credits	220 Tech Ed OR 250 Business OR 285 Marketing OR 400 Math OR 405 Computer Science OR 601 Broadfield Science	
Exploring IT Foundations 10-107-102 2 credits	•HS instructors can submit Credit for Prior Learning in Lieu of taking the course if they have background in that technical skill	
Ethical Hacking 10-150-144 3 credits	220 Tech Ed OR 250 Business OR 285 Marketing OR 400 Math OR 405 Computer Science OR 601 Broadfield Science HS instructors can submit Credit for Prior Learning in Lieu of taking the course if they have background in that technical skill	
Information Assurance 10-150-161 2 credits	220 Tech Ed OR 250 Business OR 285 Marketing OR 400 Math OR 405 Computer Science OR 601 Broadfield Science	
Network Essentials 10-150-162 2 credits	HS instructors can submit Credit for Prior Learning in Lieu of taking the course if they have background in that technical skill	
Web Graphics, Intro 10-152-105 3 credits	220 Tech Ed OR 250 Business OR 285 Marketing OR 400 Math OR 405 Computer Science OR 601 Broadfield Science	
C# Introduction to Programming 10-152-111 3 credits	HS instructors can submit Credit for Prior Learning in Lieu of taking the course if they have background in that technical skill	
HTML 5 10-152-101 3 credits	220 Tech Ed OR 250 Business OR 285 Marketing OR 400 Math OR 405 Computer Science OR 601 Broadfield Science	
WordPress 10-152-131 3 credits	•HS instructors can submit Credit for Prior Learning in Lieu of taking the course if they have background in that technical skill	

FVTC Course Title, Number, Credit	Instructor Qualification	Course Expectations including LMS requirements, online access, textbook requirements, supplies
Data Access for Programmers 10-152-168 3 credits	220 Tech Ed OR 250 Business OR 285 Marketing OR 400 Math OR 405 Computer Science OR 601 Broadfield Science •HS instructors can submit Credit for Prior Learning in Lieu of taking the course if they have background in that technical skill	
Enterprise Client 10-154-110 3 credits	220 Tech Ed OR 250 Business OR 285 Marketing OR 400 Math OR 405 Computer Science OR 601 Broadfield Science •HS instructors can submit Credit for Prior Learning in Lieu of taking the course if they have background in that technical skill	
Device Repair & Maintenance 10-154-111 3 credits		
Mechanical Design		
Sketching & the Design Process 10-606-151 1 credit	220 Technology Education or 293 Tech Occupations/ Communication or 292 Technology	
CAD & Geometric Constructions 10-606-152 1 credit	220 Technology Education or 293 Tech Occupations/ Communication or 292 Technology	
Multiview Projections 10-606-153 1 credit	220 Technology Education or 293 Tech Occupations/ Communication or 292 Technology	
Section Views & Auxiliary Views 10-606-154 1 credit	220 Technology Education or 293 Tech Occupations/ Communication or 292 Technology	
Dimensioning and Tolerancing 10-606-155 1 credit	220 Technology Education or 293 Tech Occupations/ Communication or 292 Technology	
SolidWorks, Intro to 10-606-141 2 credits	220 Technology Education or 293 Tech Occupations/ Communication or 292 Technology	
Autodesk Inventor, Intro 10-606-139 2 credits	220 Technology Education or 293 Tech Occupations/ Communication or 292 Technology	

FVTC Course Title, Number, Credit	Instructor Qualification	Course Expectations including LMS requirements, online access, textbook requirements, supplies
Electronics and Engineering		
DC Circuits 1 10-660-110 1 credit	220 Technology Education or 292 Technology •Have a minimum of 2 years electronics related high school teaching experience or 1 year experience and completion of or concurrent enrollment in the college	
DC Circuits 2 10-660-111 1 credit		
Digital Electronics 1 Electronics/EET 10-605-130 1 credit	•220 Technology Education or •292 Technology •Have a minimum of 2 years electronics related high school teaching experience or 1 year experience and completion of or concurrent enrollment in the college	
Digital Electronics 2 Electronics/EET 10-605-131 1 credit		
Embedded Programming 1 10-660-151 1 credit	220 Technology Education or 292 Technology or 405 Computer Science or 601 Broadfield Science •Have a minimum of 2 years electronics related high school teaching experience or 1 year experience and completion of or concurrent	
Computer Systems 10-660-184 1 credit	220 Technology Education or 292 Technology •Have a minimum of 2 years electronics related high school teaching experience or 1 year experience and completion of or concurrent	
Automation and Maintenance		
Concepts of Programming for Technicians 10-628-101 1 credit	220 Technology Education or 292 Technology or 625 Physics •Have a minimum of 2 years electronics related high school teaching experience or 1 year experience and completion of or concurrent enrollment in the college course	
Programmable Logic Controllers 1 10-628-151 1 credit	220 Technology Education or 292 Technology or 625 Physics •Have a minimum of 2 years electronics related high school teaching experience or 1 year experience and completion of or concurrent enrollment in the college course	
Ladder Logic and Control Devices 10-660-170 1 credit	220 Technology Education or 292 Technology or 625 Physics •Have a minimum of 2 years electronics related high school teaching experience or 1 year experience and completion of or concurrent enrollment in the college course	
Technical Software Essentials 10-660-181 1 credit	220 Technology Education or 292 Technology or 625 Physics •Have a minimum of 2 years electronics related high school teaching experience or 1 year experience and completion of or concurrent enrollment in the college course	

FVTC Course Title, Number, Credit	Instructor Qualification	Course Expectations including LMS requirements, online access, textbook requirements, supplies
Machine Tool		
Engine Lathe 1 32-420-333 3 credits	220 Technology Education or 292 Technology, Manufacturing •Have a minimum of 2 years Machining related high school teaching experience or attend FVTC's Machine Tool workshop	•Attend one Machine Tool Advisory committee meeting per year •Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on- site visit.
Milling Machines 1 32-420-335 3 credits	220 Technology Education or 292 Technology, Manufacturing •Have a minimum of 2 years Machining related high school teaching experience or attend FVTC's Machine Tool workshop	•Attend one Machine Tool Advisory committee meeting per year •Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on- site visit.
Measurement & Benchwork 1 32-420-331 3 credits	220 Technology Education or 292 Technology, Manufacturing •Have a minimum of 2 years Machining related high school teaching experience or attend FVTC's Machine Tool workshop	•Attend one Machine Tool Advisory committee meeting per year •Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on- site visit.
Welding		
Welding Metal Sculpture 10-422-110 1 credit	220 Technology Education or 292 Technology or 295 Tech Occupations/ Transportation •Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit Attend a one-time required, train-the- trainer course	
Related Welding 10-442-120 1 credit	220 Technology Education or 292 Technology	
GMAW Techniques 1 10-442-123 2 credits	220 Technology Education or 292 Technology	•Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on- site visit
SMAW Techniques 1 10-442-121 2 credits	295 Tech Occupations/ Transportation	•Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on- site visit

FVTC Course Title, Number, Credit	Instructor Qualification	Course Expectations including LMS requirements, online access, textbook requirements, supplies
Weld/Metal Fab, Intro to Safety 10-621-105 1 credit	220 Technology Education or 292 Technology	<ul style="list-style-type: none">•Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit•Attend a one-time required, train-the-trainer course
Weld Print Reading 10-621-108 1 credit		
Welding Symbols 10-621-114 1 credit		
Wood Manufacturing		
Layout/Sawing Operations 31-409-317 2 credits	220 Technology Education or 292 Technology or 295 Tech Occupations/ Transportation	<ul style="list-style-type: none">•Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit
Construction Management		
Revit Architecture 10-455-120 2 credits	220 Technology Education Minimum two years of High School or higher teaching experience with Revit	<ul style="list-style-type: none">•Attend a minimum of one CMT Advisory Committee meeting per year
Construction Management, Intro 10-455-102 1 credit	220 Technology Education Minimum two (2) years of High School or higher teaching experience in construction management career types and applications. Acquire CMAA membership and attain CMIT certification or CCM certification	<ul style="list-style-type: none">•Attend a minimum of one CMT Advisory Committee meeting per year
Understanding Construction Drawings 10-455-121 1 credit	220 Technology Education Minimum two (2) years of High School or higher teaching experience in teaching commercial plans and specifications	<ul style="list-style-type: none">•Attend a minimum of one CMT Advisory Committee meeting per year



FVTC Course Title, Number, Credit	Instructor Qualification	Course Expectations including LMS requirements, online access, textbook requirements, supplies
Automotive Technology/Collision Repair		
Refinishing Set-up and Safety 10-405-150 2 credits	220 Technology Education or 295 Tech Occupations/ Transportation	
Auto Maintenance & Light Repair 1 10-602-100 4 credits	220 Technology Education or 295 Tech Occupations/ Transportation •Have ASE certification in the specific content area, brakes, maintenance, and light repair for MLR1.	<ul style="list-style-type: none"> •Provide annual documentation of 20 hours minimum of continued automotive training. •Arrange to meet with FVTC automotive staff once per semester (fall workshop counts as one). •Attend one FVTC Automotive Advisory Committee meeting per year. •Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. •Complete course training prior to certification
Auto Maintenance & Light Repair 2 10-602-101 4 Credits	220 Technology Education or 295 Tech Occupations/ Transportation •Have ASE certification in the specific content area, brakes, maintenance, and light repair for MLR1. •MLR2 ASE's required: A1 Engine Repair, A5 Brakes	<ul style="list-style-type: none"> •Provide annual documentation of 20 hours minimum of continued automotive training. •Arrange to meet with FVTC automotive staff once per semester (fall workshop counts as one). •Attend one FVTC Automotive Advisory Committee meeting per year. •Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. •Complete course training prior to certification
Auto Maintenance & Light Repair 3 10-602-102 4 credits	220 Technology Education or 295 Tech Occupations/ Transportation •Have ASE certification in the specific content area, brakes, maintenance, and light repair for MLR1. •MLR3 ASE's required: A6 Electrical/Electronic Systems	<ul style="list-style-type: none"> •Provide annual documentation of 20 hours minimum of continued automotive training. •Arrange to meet with FVTC automotive staff once per semester (fall workshop counts as one). •Attend one FVTC Automotive Advisory Committee meeting per year. •Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. •Complete course training prior to certification
Auto Maintenance & Light Repair 4 10-602-105 4 credits	220 Technology Education or 295 Tech Occupations/ Transportation •Have ASE certification in the specific content area, brakes, maintenance, and light repair for MLR1. •MLR4 ASE's required: A1 Engine Repair, A4 Suspension and Steering	<ul style="list-style-type: none"> •Provide annual documentation of 20 hours minimum of continued automotive training. •Arrange to meet with FVTC automotive staff once per semester (fall workshop counts as one). •Attend one FVTC Automotive Advisory Committee meeting per year. •Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. •Complete course training prior to certification
Diesel Technology		
Introduction to Diesel Technology 10-412-102 4 credits	220 Technology Education or 295 Tech Occupations/ Transportation	
Outdoor Power Equipment		
OPE Four-Stroke Engines 10-461-151 3 credits	220 Technology Education or 292 Technology	

FVTC Course Title, Number, Credit	Instructor Qualification	Course Expectations including LMS requirements, online access, textbook requirements, supplies
General Studies		
Communication, Oral/ Interpersonal 10-801-196 3 Credits HS SENIOR LEVEL ONLY	Dual Credit HS teachers must complete FVTC application and submit transcripts and copy of DPI license	For all General Studies Courses: To request a Dual Credit agreement, a High School teacher must have a current DPI license in the discipline of the articulated course and a Master's Degree or above in the specific discipline OR a Master's Degree in any discipline, with at least 18 graduate credits in specific discipline (e.g. speech, writing, sociology, economics, math, etc.) being taught. High School teachers must complete the FVTC application and submit a copy of their DPI license and credentials to FVTC K-12 Partnership Office.
Communication, Written 10-801-195 3 Credits HS SENIOR LEVEL ONLY	The following DPI licenses are accepted for General Education Dual Credit Certification:	
Economics 10-809-195 3 Credits	400 Math 605 Biology/Life Science 610 Chemistry 625 Physics 701 Broadfield Social Science 740 Psychology 745 Sociology 300 English 310 Journalism 320 Speech Communication 334 Language Arts	
Psychology, Intro 10-809-198 3 credits		
Psych of Human Relations 10-809-199 3 credits		
Sociology, Intro 10-809-196 3 Credits		
College Technical Math 1A 10-804-113 3 credits		
College Technical Math 1B 10-804-114 2 credits		
Math for the Trades 31-804-307 2 credits		
College Mathematics 10-804-107 3 credits		
Math w Business Applications 10-804-123 3 credits		
Calculus 1 10-804-198 4 credits		
College Algebra & Trig w Apps 10-804-197 5 credits		
General Chemistry 10-806-134 4 credits		
Basic Anatomy 10-806-189 3 Credits		

The High School Articulation Guide is continually updated, as new course articulations are developed at FVTC. Please contact the Office of K-12 Partnerships for the most up-to-date listing.

Required Qualification Documents

All potential Dual Credit Teachers are required to submit an application for review prior to offering any Fox Valley Technical College Credit. The application window is open from March 1st – June 30th each year.

The following documentation is required upon application submission:

- Copies of official college transcripts indicating degree conferred for ALL post-secondary course work
- Up to date resume that accurately reflects all non-teaching course related experience
- DPI License
- Any additional required certifications

Instructor Leaves and Long-Term Substitutes

As part of the Dual Credit Agreement, high school administrators and high school teachers are required to notify the K12 Partnerships office of any instructor changes impacting Dual Credit courses. An approved Dual Credit teacher can miss up to 15 hours of instructional time without notifying Fox Valley Technical College. Any leave of absence over the 15-hour mark will require the Academic Dean to complete a qualification review for the substitute teacher.

Student Enrollment and Roster Verification

Enroll students within the first 2 weeks of each term – An FVTC staff member will visit each dual credit high-school classroom during this period to support teachers and students with the course enrollment process, upon request. Please have your high school Master Scheduler reach out to K12partnerships@fvtc.edu to coordinate a date that works for all Dual Credit classes. Registration will be online. Students are required to have access to a computer and their cell phone during this class period. Enrollments should take place in a room with a strong Wi-Fi signal. Please talk to your district IT team prior to the visit to ensure FVTC emails are not blocked by firewalls. After registration is complete, we ask that Teachers verify their rosters. Any changes needed should be communicated to the K-12 Partnerships office.

Late Registration

After the end of the 2nd week of classes, any student wishing to join the class must obtain consent form from the K12 Partnerships office. Late registrations will only be granted for extenuating circumstances. A student who does not register for a class is not eligible to receive credit for the class.

Withdrawing From Class

A student may withdraw from a course without academic penalty until 60% of class time has elapsed (specific dates can be found on the Dual Credit calendar). Highschool instructors may also obtain withdrawal deadline dates by emailing K12Partnerships@fvtc.edu. A student withdraws from classes by logging into their MyFVTC account. If a student stops coming to class, a Dual Credit Teacher can assign a grade of "WI" on the student academic record up until the designated drop date each term. The drop date must align with the last day the student attended class. A student who stops attending a class without withdrawing by the stated deadline receives an "F" grade.

Grades

All Dual Credit Teachers are required to enter final grades in MyFVTC. All submitted grades must be awarded using Fox Valley Technical College's approved grading scale. The required course grading scale is available on the FVTC course syllabus. Course syllabi will be provided to high school instructors by FVTC faculty members. Failure to enter grades can have a negative impact on Dual Credit students. To ensure all students earn credit for successfully completed courses, grades must be submitted within 48 hours of course completion.

Missing Grades

High schools will be notified by email of all missing grades. High-school Dual Credit students are negatively impacted when courses are not graded. Teachers that repeatedly fail to enter grades by the required deadline may not be approved to teach Dual Credit the following academic year. Please contact K12 Partnerships with questions or concerns related to specific students.

Blackboard

Blackboard is our Learning Management System and primary online class resource for all of your classes, assignments, tests, and projects.

Your personal information and your students' information are accessible through MyFVTC. Student information is protected by the Federal Educational Rights and Privacy Act (FERPA) and must not be shared with a third party without written consent of the student. Your user ID and password are required to login to MyFVTC.

Your instructional department contact is your primary resource for the curriculum within Blackboard.

You can also contact our Blackboard Support team as a great resource for all of your instructional and Blackboard related questions. Contact the Blackboard Support team at 920-735-4816 or online@fvtc.edu.

To access Blackboard, visit www.fvtc.edu > STAFF > BLACKBOARD



Sign in with your FVTC username, password, and complete [Multi-Factor Authentication](#).

Your students should access Blackboard by navigating to www.fvtc.edu > CURRENT STUDENTS >

Disability Support Services

Students with documented disabilities who receive accommodation at their high school or on campus are eligible to receive reasonable accommodation while taking Fox Valley Technical College credit courses. These accommodations must follow Americans with Disabilities Act (ADA law), as students are receiving college credit. Instructors working with Students that have either an IEP or 504 plan are encouraged to contact a Fox Valley Technical College Disability Support Services instructor(s) (<https://www.fvtc.edu/disability-services/disabilityservices-staff-directory>) as soon as possible to ensure that such accommodations are implemented in a timely fashion.

Students requesting disability-related accommodation in an FVTC course are urged to contact both their high school Special Education case manager and FVTC's Disability Services at (920) 7352569 or email disabilityservices@fvtc.edu.

Appleton Campus E122, Oshkosh Riverside Campus Rm 101

www.fvtc.edu/disabilityservices

FERPA (Privacy Act)

Fox Valley Technical College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). Prior written consent from a student must be obtained before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure. All third-party requests for information about a student's academic record should be referred to the Registrar's Office. All student information shared between Fox Valley Technical College and our High School partners regarding Dual Credit students must be via secure email communication.

Career and Tech Ed Pathways Incentive Grant Transcripts and Certificates for Act 59 Funding:



For a list of eligible Career Pathways Certificates and Embedded Technical Diplomas, visit: Wisconsin.gov-CTE

1. Transcripts can be released to schools with a [Consent for Release of Information](#) from the student.
2. As part of the Dual Credit account creation and enrollment process, ensure student home mailing address is correct so that certificates can be sent directly to them.
3. Students should apply to their certificate or technical diploma program in conjunction with enrollment of their final program course.
4. Students will be processed through standard graduation procedures and sent copies of their certificates upon completion.
5. Schools that need copies for Act 59 funding should request copies using this form:

[FVTC Pathway Certificates - Formstack](#)



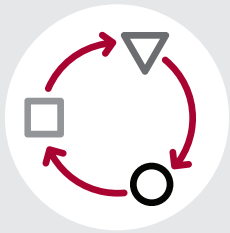
6. Copies will be emailed to the person who submits the request.
7. Transcripts will not be released to schools without a [Consent for Release of Information](#) from the student.





Learning is about more than job skills. It's about becoming an exceptional you.

Employability Essentials are the knowledge and skills that every student should have by the time they graduate to meet the demands of the workplace, and they are woven into every aspect of the Fox Valley Technical College education. These are the skills needed to do the job, which include not only job-specific technical skills but also professional skills that help you relate to and interact with others.



Exercise Adaptability:

Anticipate changes while demonstrating resilience, innovation, and a growth mindset.

Apply Reasoning:

Employ critical thinking, problem-solving, creativity, and evidence-based approaches.



Demonstrate Respectful and Responsible Collaboration:

Work collaboratively using respect, accountability, ethical behavior, conflict resolution, and empathy.

Communicate Effectively:

Demonstrate effective communication including interpersonal, digital literacy, and presentation skills.



Demonstrate Social Responsibility:

Demonstrate global awareness, engage with your college and community, and appreciate diverse perspectives and strengths.