

3000 Landerholm Circle SE ~ Bellevue WA 98007-6484
www.pnwcollegecredit.org ~ info@pnwcollegecredit.org

2023 - 2026
MEMORANDUM OF AGREEMENT
PACIFIC NW COLLEGE CREDIT CONSORTIUM

Pacific Northwest College Credit is a partnership of business, labor, community, and education that meets common regional needs by preparing students to successfully advance from high school through postsecondary education into the world of work. Membership includes the following college and school district partners: Bellevue College, Cascadia College, Edmonds College, Lake Washington Institute of Technology, Bellevue School District, Edmonds School District, Granite Falls School District, Issaquah School District, Lake Stevens School District, Lake Washington School District (including WANIC Skill Center), Marysville School District, Mercer Island School District, Monroe School District, Mukilteo School District (including Sno-Isle Skill Center), Northshore School District, Renton School District, Riverview School District, Snohomish School District, and Snoqualmie Valley School District.

CTE Dual Credit agreements are designed to award college credit to students who successfully complete articulated college level career and technical education courses and programs while still in high school. RCW 28B.50.530 authorizes community and technical colleges to establish agreements in collaboration with local school districts. Articulation agreements define the criteria for equivalency and the granting of credit. The following guidelines provide a framework and operational structure for colleges and school districts to facilitate the implementation of articulation through direct transcription. This agreement expires June 30, 2026.

I. Purpose

The purpose of this articulation agreement is to enable students completing high school career and technical education programs to earn college equivalent credit for courses taken as part of their secondary education program. Each program covered under this agreement will have an articulation agreement signed by the college and school district designees from each participating institution. An articulation agreement is designed to provide students with a non-duplicative, coherent, sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree.

II. Provisions

Maintaining college standards is important to the overall strength of a dual credit course. In an effort to prepare students who will be educationally competitive, the same rigorous college standards will be applied to all dual credit courses irrespective of where or how the instruction is delivered. High school faculty teaching the dual credit course(s) will provide instruction to support the competencies listed in the articulation agreement.

College Partners Will:

- Establish the course requirements for college credit to be granted. Course competencies identify the academic and technical skills for each course and may include requirements such as term papers, portfolios, or industry certification exams. Students must achieve a B (3.0) or better grade in the course competencies to qualify for college credit.
- Identify the articulated course on the transcript upon student and/or district request. No designation will be used to indicate the course was taken while the student was in high school.
- At the discretion of the college division program chair, a student failing to make satisfactory progress in a college course or a college program of study may be required to retake a college course that the student had previously earned credit for through the high school CTE Dual Credit program.
- Determine whether or not to assess participating students a fee to offset the costs associated with direct transcription. Districts may choose to pay this fee on behalf of their students.
- Agree to pay fees to PNW College Credit c/o Bellevue College (fiscal agent), as specified in attachment 1.

District Partners Will:

- Ensure all CTE Dual Credit articulated courses are taught by instructors who meet the WA State CTE teaching requirements or meet employment criteria of a college participating in this agreement. *WAC 131-16-095 (2)*
- Ensure the high school program/courses meet the academic and technical standards established for career and technical education (CTE) state approved programs.
- Identify an administrative point of contact (principal/CTE director) to ensure instructor compliance with the articulation agreement.
- Ensure student compliance with college enrollment policy to avoid duplication of courses and credits.
- Ensure all participating teachers submit an updated course syllabus or other program verification information to the CTE Dual Credit office by stated deadline.
- Agree to pay fees to PNW College Credit c/o Bellevue College (fiscal agent), as specified in attachment 2.

Students Served: The college and school district partners will make reasonable efforts to ensure all student populations are served by the CTE Dual Credit program.

Data Collection: All partners agree to assist in the collection of data concerning student participation, student performance, and instructor participation in the CTE Dual Credit program. Data will be used to determine the success of students who receive articulated credit during high school and then transfer to college in the same or similar pathway.

Agreement Revision/Renewal: As required by law, this agreement will be reviewed regularly and approved by the lead administrators (college presidents and school district superintendents or their designee) of the educational partners.
(Perkins 2006, SEC. 3)

Credit Transfer: College credits, including those awarded through transcription, may or may not transfer to four-year institutions or other colleges outside the state’s community/technical college system. It is the responsibility of the student to consult with those institutions concerning specific credit transfer and admissions requirements.

Agreement Termination: This contract is valid for a period of 3 years. Individual school districts and/or college partners may terminate this agreement without cause by giving 90 days written notice. If the college partner(s) terminate participation in the CTE Dual Credit program, the college will continue to honor articulated college credits for students currently enrolled in articulated courses at the secondary school and registered to earn college credit at the end of the term. If the state law governing CTE Dual Credit is altered during the period of this agreement, any party may request a renegotiation of the agreement to align with changes in legislation.

III. Procedural Steps in the Agreement Process:

1. Students must be enrolled in an approved CTE Dual Credit articulated CTE course or program of study.
2. Students must register for dual credit using the consortium’s registration process and specified timeline.
3. Students must register to earn credit at only one college when the same high school course is articulated at multiple colleges within the consortium.
4. Participating high school instructors will use the consortium’s registration/grading process to enter grades and verify student completion of articulated courses during the specified timeline.
5. Students will receive college credit upon request for the successful completion of the dual credit course(s) with a grade “B” (3.0) or better.
6. Students may be required to submit an application and/or registration fee.
7. Bellevue College will review and process articulation requests in a timely manner.
8. Participating colleges will post a grade to the transcript of eligible students who have registered, successfully completed designated dual credit courses, made payment, and who have requested transcription. Colleges will notify students when their transcript is available.

AUTHORIZING SIGNATURES

Agreement made 2023-2026, between Bellevue College, Cascadia College, Edmonds College, Lake Washington Institute of Technology, Bellevue School District, Edmonds School District, Granite Falls School District, Issaquah School District, Lake Stevens School District, Lake Washington School District (including WANIC Skill Center), Marysville School District, Mercer Island School District, Monroe School District, Mukilteo School District (including Sno-Isle Skill Center), Northshore School District, Renton School District, Riverview School District, Snohomish School District, and Snoqualmie Valley School District.

Colleges

**Bellevue College President
or Designee**

**Cascadia College President
or Designee**

Signature

Date

Signature

Date

Printed Name / Title of Designee

Printed Name / Title of Designee

**Lake Washington Inst. of Technology President
or Designee**

**Edmonds College President
or Designee**

Signature

Date

Signature

Date

Printed Name / Title
of Designee

Printed Name / Title of Designee

School District Superintendents

**Bellevue School District Superintendent
or Designee**

Signature Date

Printed Name / Title of Designee

**Edmonds School District Superintendent
or Designee**

Signature Date

Printed Name / Title of Designee

**Granite Falls School District Superintendent
or Designee**

Signature Date

Printed Name / Title of Designee

**Issaquah School District Superintendent
or Designee**

Signature Date

Printed Name / Title of Designee

**Lake Stevens School District Superintendent
or Designee**

Signature Date

Printed Name/ Title of Designee

**Lake Washington School District Superintendent
or Designee**

Signature Date

Printed Name/ Title of Designee

**Marysville School District Superintendent
or Designee**

Signature Date

Printed Name / Title of Designee

**Mercer Island School District Superintendent
or Designee**

Dr. Frederick D. Rundle 12/05/2023

Signature Date

Frederick D. Rundle

Printed Name / Title of Designee



**Monroe School District Superintendent
or Designee**

Signature Date

Printed Name / Title of Designee

Mukilteo School District Superintendent or Designee

Signature Date

Printed Name / Title of Designee

**Northshore School District Superintendent
or Designee**

Signature Date

Printed Name / Title of Designee

**Renton School District Superintendent
or Designee**

Signature Date

Printed Name / Title of Designee

**Riverview School District Superintendent
or Designee**

Signature Date

Printed Name / Title of Designee

**Snohomish School District Superintendent
or Designee**

Signature Date

Printed Name / Title of Designee

**Snoqualmie Valley School District Superintendent
or Designee**

Signature Date

Printed Name / Title of Designee

Pacific NW College Credit Director

Signature Date

Printed Name / Title of Designee

School District CTE Directors

**Bellevue School District CTE Director
or Designee**

Signature

Date

Printed Name / Title of Designee

**Edmonds School District CTE Director
or Designee**

Mark Madison

12/05/2023

Signature

Date

Director of Career and College Readiness/CTE

Printed Name / Title of Designee

**Granite Falls School District CTE Director
or Designee**

Signature

Date

Printed Name / Title of Designee

**Issaquah School District CTE Director
or Designee**

Signature

Date

Printed Name / Title of Designee

**Lake Stevens School District CTE Director
or Designee**

Dan Tedor

12/05/2023

Signature

Date

Dan Tedor, CTE Director

Printed Name/ Title of Designee

**Lake Washington School District CTE Director
or Designee**

Signature

Date

Printed Name/ Title of Designee

**Marysville School District CTE Director
or Designee**

Signature

Date

Printed Name / Title of Designee

**Mercer Island School District CTE Director
or Designee**

Jen McLellan

12/05/2023

Signature

Date

Jennifer McLellan, MISD CTE Director

Printed Name / Title of Designee



**Monroe School District CTE Director
or Designee**

Signature Date

Printed Name / Title of Designee

**Mukilteo School District CTE Director
or Designee**

Signature Date

Printed Name / Title of Designee

**Northshore School District CTE Director
or Designee**

Signature Date

Printed Name / Title of Designee

**Renton School District CTE Director
or Designee**

Signature Date

Printed Name / Title of Designee

**Riverview School District CTE Director
or Designee**

Signature Date

Printed Name / Title of Designee

**Snohomish School District CTE Director
or Designee**

Signature Date

Printed Name / Title of Designee

**Snoqualmie Valley School District CTE Director
or Designee**

Signature Date

Printed Name / Title of Designee

Pacific NW College Credit Director

Signature Date

Printed Name / Title of Designee

Attachment 1

Schedule of fees for Colleges participating in the Pacific NW College Credit Consortium

Fees payable 30 days after invoice:

Fiscal year 2024: \$7,500.00

Fiscal year 2025: \$7,500.00

Fiscal year 2026: \$7,500.00

Attachment 2

Schedule of fees for School Districts participating in the Pacific NW College Credit Consortium

Fees payable 30 days after invoice:

	FY24	FY25	FY26
Bellevue SD	\$23,831.58	\$25,738.10	\$27,282.39
Edmonds SD	\$25,041.68	\$27,045.01	\$28,667.71
Granite Falls SD	\$1,572.82	\$1,698.65	\$1,800.57
Issaquah SD	\$23,140.09	\$24,991.30	\$26,490.77
Lake Stevens SD	\$10,004.94	\$10,805.33	\$11,453.66
Lake Washington SD	\$32,317.72	\$34,903.13	\$36,997.32
Marysville SD	\$6,209.48	\$6,706.24	\$7,108.62
Mercer Island SD	\$6,516.64	\$7,037.97	\$7,460.25
Mukilteo SD	\$8,342.59	\$9,010.00	\$9,550.60
Northshore SD	\$23,414.83	\$25,288.02	\$26,805.30
Renton SD	\$20,317.04	\$21,942.40	\$23,258.94
Riverview SD	\$3,900.41	\$4,212.45	\$4,465.19
Snohomish SD	\$6,070.57	\$6,556.21	\$6,949.59
Sno Isle Tech Skill Center	\$6,806.82	\$7,351.36	\$7,792.44
Snoqualmie Valley SD	\$7,178.80	\$7,753.10	\$8,218.29
WANIC Skill Center	\$3,707.48	\$4,004.08	\$4,244.32
	\$204,666.00	\$221,039.28	\$234,301.64