



Career Technical Education

Bilateral Credit Agreement FY2024
Heating, Ventilation & Air Conditioning – Auburn Career Center

FOR OFFICE USE ONLY
LID: \_\_\_\_\_
Approved Credits: \_\_\_\_\_

STUDENT: Complete the "STUDENT" portion of this agreement.

- 1. Apply to Lakeland Community College as a CTE student. - LINK Once you are accepted in to Lakeland, you will receive an email with Lakeland ID (LID) and instructions on how to get to your myLakeland account. (Keep this for future use!)
2. Ensure that the Lakeland Community College's Admissions Office has a copy of your final, official high school transcript. This transcript MUST be sent directly by your high school to transcripts@lakelandcc.edu.
3. Take a picture or make a copy of this agreement for your records and forward it to your high school college Tech Prep/CTE instructor by June 1st.
4. Questions? Visit: https://lakelandcc.edu/web/about/career-technical-education or Email: Lucy Ott at CTE@lakelandcc.edu

NOTE: It is the student's responsibility to ensure that all required documents are on file at Lakeland. Bilateral agreements must be submitted directly by the school to the Tech Prep/CTE Office. Agreements turned in by the student will NOT be accepted.

PRINT

Last Name: First Name:
Home High School: High School Graduation Year:
Lakeland ID # (LID): Preferred E-mail Address for Credit Notification (print clearly):
Student Cell:
I would like my Career Technical Credit Transfer (CTAG) credit and Bilateral Agreement credit posted at Lakeland CC.
Yes \_\_\_ No \_\_\_
Student Signature: Date:

INSTRUCTOR: Initial next to the course(s) you recommend this student be given credit for. Students must earn at least a 2.75 GPA in the Tech Prep/CTE program to be eligible for credit. (NOTE: Credits will be verified by official HS transcript.)

Table with 4 columns: Instructor's Initial, Lakeland Course # w/catalog link, Lakeland Course Title, Credit Hours. Rows include ENGR 1000 (Engineering Technology, 2 credits) and MECT 1150 (Technical Communications, 3 credits).

Instructor's Signature: \_\_\_\_\_ Instructor's Printed Name: \_\_\_\_\_
Date: \_\_\_\_\_ Instructor's Email: \_\_\_\_\_

Submit to: Lucy Ott, CTE Coordinator at Lakeland Community College, 7700 Clocktower Drive, Kirtland, OH 44094

TECH PREP/CTE OFFICE VERIFICATION:

Table with 3 columns: Office Use, R, Checklist. Checklist items include: Bilateral Agreement Submitted by CTE Instructor (this form), Completed HS Tech Prep/CTE Program, Official HS Transcript Submitted to Lakeland Community College, Earned 2.75 GPA or higher in College Tech Prep/CTE Program, Applied to Lakeland (during HS graduation year) – LID.

Credits Approved: \_\_\_\_\_ Credit Denied: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_
Tech Prep/CTE Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OTHER PROGRAM INFORMATION:**

<b>CTAG/ODE Courses Taught</b>	<b>CTAG</b>	<b>Course Code</b>	<b>Notes</b>
Construction Technology Core & Sustainable Construction	0	178000	
Heating & Cooling Systems	0	178012	
HVAC Refrigeration	0	178013	
Sheet Metal	0	178014	

<b>Industry Recognized Credentials - <a href="#">LINK</a></b>	<b>Points</b>
NCCER – Core	6
EPA Refrigerant Recovery Level 1	12
EPA Refrigerant Recovery Level 2	12
EPA Refrigerant Recovery Level 3	12
OSHA - 10 Hour	1

**Notes:**

Construction Technologies CTE Curriculum - ODE <a href="#">LINK</a>
Course Description: all Courses in the Construction Technologies Pathway <a href="#">LINK</a>
CCP Course Information: N/A

**Special Notes:**

-Students who successfully complete a CTE Program and meet the requirements listed in Column R 1-5 on page 1 will receive college credit listed in the INSTRUCTOR section of the Bilateral Credit Agreement. For specific programming options, please visit [www.lakelandcc.edu](http://www.lakelandcc.edu) and click on Academics / Degrees & Certificates.

-CTAG credit is awarded based on a student’s performance on WebXam/End-of-Course Assessments that are offered through the CTE Program. Bilateral credit cannot be awarded if there is CTAG credit available through the WebXam/End-of-Course Assessment.

-College courses are being reviewed and updated on a regular basis. Visit: <https://catalog.lakelandcc.edu/> for the most updated version of the Course Catalog. Credit is only guaranteed if the course is listed in the Course Catalog, the student attends Lakeland and remains on the same career path.

-Note that accumulation of bilateral credit may impact federal financial aid. Check with your college or university for more information.

**LAKELAND COMMUNITY COLLEGE CAREER TECHNICAL EDUCATION AGREEMENT APPROVAL FORM**

**\*\*OFFICIAL SIGNATURES ARE ON FILE IN THE CTE OFFICE AT LAKELAND COMMUNITY COLLEGE.**

**Heating, Ventilation & Air Conditioning – Auburn Career Center**

\_\_\_\_\_  
Instructor – Wayne Reed

Date \_\_\_\_\_

\_\_\_\_\_  
Other Representative (if applicable)

Date \_\_\_\_\_

**Lakeland Community College**

\_\_\_\_\_  
Lucy Ott, CTE/Tech Prep Coordinator

Date \_\_\_\_\_

\_\_\_\_\_  
Michael Hoffner, Department Chair of Civil Engineering Technology

Date \_\_\_\_\_

\_\_\_\_\_  
Ryan Hamilton, Dean for Construction and Engineering

Date \_\_\_\_\_

\_\_\_\_\_  
Erin Shufro, Associate Provost of Faculty Engagement and Dean of Faculty

Date \_\_\_\_\_

\_\_\_\_\_  
Laura C. Barnard, J.D.  
Executive Vice President and Provost

Date \_\_\_\_\_

After signing this document, please forward it to Lucy Ott, CTE/Tech Prep Coordinator – A-1043d, lott1@lakelandcc.edu.

**SUGGESTED SEQUENCE**

Career Technical Education Program: **Heating Ventilation & Air Conditioning**  
 Lakeland Community College: **Construction Management/Civil Engineering**

Course Subject Title	Credit Hours	Type of Credit – AP, CCP, CTE Bilateral, CTAG
<b>Degrees</b> <ul style="list-style-type: none"> <li>• <a href="#">Civil Engineering Technology Degree</a></li> <li>• <a href="#">Construction Management Degree</a></li> </ul>		
<b>Certificates</b> <ul style="list-style-type: none"> <li>• <a href="#">Construction Management</a></li> <li>• <a href="#">Facility Management</a></li> </ul>		