



Career Technical Education

Bilateral Credit Agreement FY 2025
Business Management - Bedford City Schools

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. Once your transcript is received you will receive an email with Lakeland ID (LID) and instructions on how to get to your myLakeland account. (Keep this for future use!) Enrolled CCP students do not have to reapply to Lakeland.
2. Ensure that the Lakeland Community College's Admissions Office has a copy of your final, official high school transcript by June 10th. This transcript MUST be sent directly from 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 CTE instructor by June 1.
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

Form with fields: Last Name, First Name, Home High School, High School Graduation Year, If received, Lakeland ID # (LID), Preferred E-mail Address for Notifications (print clearly), Student Cell, I would like my Career Technical Credit Transfer (CTAG) credit and Bilateral Agreement credit posted at Lakeland CC. Yes ___ No ___ (answering YES will allow your college credit earned in high school to be posted to a college transcript.), Student Signature, Date.

INSTRUCTOR: Students must earn at least a 2.75 GPA in the CTE program to be eligible for credit. (NOTE: Credits will be verified by official HS transcript.)

Table with 5 columns: This credit is processed for students who attend Lakeland., Instructor's Initial, Lakeland Course # w/catalog link, Lakeland Course Title, Credit Hours. Row 1: BUSM 1300, Introduction to Business, 3.

Instructor's Signature: _____ Instructor's Printed Name: _____
Date: _____ Instructor's Email: _____

*Instructor should submit this completed form to the CTE Director/Career Center Coordinator by June 10th.

TECH PREP/CTE OFFICE VERIFICATION:

Table with 3 columns: Office Use, R, Checklist. Checklist items: 1. Bilateral Agreement Submitted by CTE Instructor (this form), 2. Completed HS Tech Prep/CTE Program, 3. Official HS Transcript Submitted to Lakeland Community College, 4. Earned 2.75 GPA or higher in College Tech Prep/CTE Program, 5. Applied to Lakeland (during HS graduation year) - LID

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

OTHER PROGRAM INFORMATION:

CTAG credit is processed by the school where the student is attending. This credit is earned from Web Exams and is pulled from the statewide CTAV system. Only students attending Lakeland Community College will use Lakeland to process this credit.

CTAG/ODE Courses Taught - LINK	Course Code	Lakeland Course Match
Fundamentals of Business and Administration Services	142000	
Office Management	142005	
Management Principles	141025	
Operations Management	142020	

Industry Recognized Credentials - LINK	Points

Notes:

Business and Administrative Services CTE Curriculum - ODE LINK
Course Description: all Courses in the Business and Administrative Services Pathway LINK
Lakeland Course Catalog

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 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. The school where student is attending will process the CTAG credit.

-College courses are being reviewed and updated on a regular basis. Visit: <https://catalog.lakelandcc.edu/> for the most updated version of the Lakeland 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.

-Are you transferring credits to another college or university? Once you see your credit/s posted to your Lakeland transcript in your myLakeland account, you can access the "Request for Transfer" form through the [Parchment Lakeland Community College \(OH\) Transcript Request](#). Your transcript will be sent to its destination upon payment of the transfer fee and submission of the form.

Please note that each college or university makes an independent decision as to whether they will accept credit(s). Acceptance of credit is ONLY guaranteed if you attend Lakeland.

SUGGESTED SEQUENCE

Career Technical Education Program: **Business Management**
 Lakeland Community College: **Business**

Course Subject Title	Credit Hours	Type of Credit – AP, CCP, CTE Bilateral, CTAG
<u>Business Management</u> Certificate <ul style="list-style-type: none"> • Business Information Management • Business Management • E-Business • Entrepreneurship • Human Resources Management • Leadership • Marketing 		
<u>Business Management</u> Degree <ul style="list-style-type: none"> • Business Information Management • Entrepreneurship • General Management • Human Resources Management • Marketing 		
<u>Associate of Arts in Business</u>		

LAKELAND COMMUNITY COLLEGE CAREER TECHNICAL EDUCATION AGREEMENT APPROVAL FORM

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

Business Administration & Admin Services - Bedford City Schools

Karla Robinson, Director of CTE

Date _____

Other Representative (if applicable)

Date _____

Lakeland Community College

Lucy Ott, CTE Coordinator

Date _____

Connie Golden, Department Chair of Business

Date _____

Ryan Hamilton, Dean of Business

Date _____

Jennifer Collis, PhD
Vice President for Enrollment Management & Student Retention Services

Date _____

After signing this document, please forward it to Lucy Ott, CTE/Tech Prep Coordinator – A-1040B, lott1@lakelandcc.edu.