



Career Technical Education

Bilateral Credit Agreement FY2025

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. 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.*

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| 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.)

| This credit is processed for students who attend Lakeland. | Lakeland Course # w/catalog link | Lakeland Course Title | Credit Hours |
|--|----------------------------------|---|------------------------|
| | | ENGR 1000 | Engineering Technology |
| | MECT 1150 | Technical Communications (with a B in senior English) | 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.**

CTE OFFICE VERIFICATION:

| Office Use | R | Checklist |
|------------|---|--|
| | 1 | Bilateral Agreement Submitted by CTE Instructor (this form) |
| | 2 | Completed HS CTE Program |
| | 3 | Official HS Transcript Submitted to Lakeland Community College |
| | 4 | Earned 2.75 GPA or higher in College 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 | Course Code | Lakeland Course Match |
|---|--------------------|------------------------------|
| Construction Technology Core & Sustainable Construction | 178000 | |
| Heating & Cooling Systems | 178012 | |
| HVAC Refrigeration | 178013 | |
| Sheet Metal | 178014 | |
| | | |

| Industry Recognized Credentials - LINK | Points |
|---|---------------|
| 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:

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|---|
| Construction Technologies CTE Curriculum - ODE LINK |
| Course Description: all Courses in the Construction Technologies 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: **Heating Ventilation & Air Conditioning**
 Lakeland Community College: **Construction Management/Civil Engineering**

| Course Subject Title | Credit Hours | Type of Credit – AP, CCP, CTE Bilateral, CTAG |
|--|--------------|---|
| Degrees <ul style="list-style-type: none"> • Civil Engineering Technology Degree • Construction Management Degree | | |
| Certificates <ul style="list-style-type: none"> • Construction Management • Facility Management | | |
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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-1040b, lott1@lakelandcc.edu.