Lakeland COMMUNITY COLLEGE

Career Technical Education

Bilateral Credit Agreement FY2026
HVAC Tech - EHOVE

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

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.	Instructor's Initials	Lakeland Course # w/catalog link	Lakeland Course Title	Credit Hours
		ENGR 1000	Engineering Technology	2
		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 was submitted by CTE Instructor (this form)
	2	Completed HS Tech Prep/CTE Program
	3	Official HS transcript was submitted to Lakeland Community College
	4	Earned 2.75 GPA or higher in CTE Program
	5	Applied to Lakeland (during HS graduation year) or is a CCP student w/LID

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

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***
Heating and Cooling Systems	178012	
HVAC Refrigeration	178013	
Mechanical, Electrical & Plumbing	178002	
Sheet Metal	178014	

Related Industry Recognized Credentials - *LINK*	***Points***
Environmental Protection Agency (EPA) Refrigerant Recovery Core + Level 1 (Small Appliances)	
Environmental Protection Agency (EPA) Refrigerant Recovery Core + Level 2 (High Pressure)	
Environmental Protection Agency (EPA) Refrigerant Recovery Core + Level 3 (Low Pressure)	
Environmental Protection Agency (EPA) Refrigerant Recovery Universal	
NCCER Level 1 - HVAC	
Occupational Safety and Health Administration (OSHA) 10 Hour Training	

Notes:

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: **HVAC Tech**
Lakeland Community College: **Construction Management/Civil Engineering**

Course Subject Title	Credit Hours	Type of Credit – AP, CCP, CTE Bilateral, CTAG
Degrees • Civil Engineering Technology Degree • Construction Management Degree		
Certificates • Construction Management • Facility Management		

Revised 11/7/2024 - Bilateral Agreements can be found at https://lakelandcc.edu/web/about/career-tech-bilateral-agreements.

LAKELAND COMMUNITY COLLEGE CAREER TECHNICAL EDUCATION AGREEMENT APPROVAL FORM

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

HVAC Tech - EHOVE

_____ Date _____
Jim McIntyre, Instructor

_____ Date _____
Erika Beckman, Assistant Superintendent

Lakeland Community College

_____ Date _____
Lucy Ott, CTE Coordinator

_____ Date _____
Ryan Hamilton, Dean for Construction and Engineering / Department Coordinator

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

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