

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: February 16, 2021

SUBJECT: Curriculum

CATEGORY: **Operations:** X **Policy:** **Information:** **Personnel:**

INITIATED BY: Sandra Carr

DESCRIPTION: Douglas Education Center will offer a maximum of 11 credits related to the Medical Billing and Coding Program or a maximum of 14 credits related to the Medical Assistant Program for the completion of the Erie County Technical School Health Assistant program to students achieving a grade of B (3.0) or higher and recommendation from the instructor.

The Articulation Agreements are attached.

RECOMMENDATION: Motion to ratify the Articulation Agreements between Douglas Education Center and the Erie County Technical School for the Health Assistant program.

**Articulation Agreement Between
Douglas Education Center**

And

Erie County Technical School
8500 Oliver Road, Erie, PA 16509

Purpose:

In order to provide secondary school students with a continuation of education without unnecessary duplication of instruction and delay in attaining educational career objectives, Douglas Education Center and **Erie County Technical School** have entered into this articulation agreement for the programs and/or courses listed below.

Awarding of Credit – Medical Billing and Coding Program

Before advanced standing can be awarded to students who have completed the Health Science program of study at **Erie County Technical School**, the following conditions must be met:

1. Applicants must meet all of Douglas Education Center's requirements for admission,
2. Students must have received a B (3.0) or higher to receive advanced standing.
3. Students must provide a letter of recommendation from one of their instructors in their program of study at **Erie County Technical School**.
4. Application for advanced standing will need to be made within two (2) years of graduation from **Erie County Technical School**. If more than two (2) years have lapsed, acceptance of credit will be at the discretion of Douglas Education Center.

Once all conditions listed above have been met, advanced standing may be granted for the following courses:

Credits	Course
4	231-O Medical Terminology
4	234-O Anatomy and Physiology and Human Diseases
3	257-O Workplace Safety

This agreement will commence upon the date of execution of this agreement and shall continue until such time as the agreement is terminated. This agreement may be terminated in whole or in part by either party serving the other with written notice one semester in advance.

Curriculum: Curriculum, including competencies, is subject to review annually by **Erie County Technical School** and Douglas Education Center. Each school may determine it to be necessary to revise their curriculum to maintain up-to-date content. If so, a new agreement will be developed.

Signatures:

A handwritten signature in black ink, appearing to read "J. Miller", is written over a horizontal line.

Vice President of Academic Affairs, Douglas Education Center

1/26/21

Date

Principal/ School Official of High School or Technical School

Date

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8500 Oliver Road, Erie, PA 16509

Purpose:

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Awarding of Credit – Medical Assistant Program

Before advanced standing can be awarded to students who have completed the Health Science program of study at **Erie County Technical School**, the following conditions must be met:

1. Applicants must meet all of Douglas Education Center's requirements for admission,
2. Students must have received a B (3.0) or higher to receive advanced standing.
3. Students must provide a letter of recommendation from one of their instructors in their program of study at **Erie County Technical School**.
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