

# CTE Transitions Form Guide

This guide is intended to assist with the completion of the SDCE to College *CTE Transitions Credit by Exam Instructor Certification Form*.

2021-2022 Instructor Certification Form. For the 2020-21 form, please contact SDCCE IS Office.

## Introduction

This SDCE Certification form should be completed only by SDCE Instructors who have taught a course or courses tied to active CTE Transitions Credit by Exam agreements between SDCE and San Diego City, Mesa or Miramar College.

In order for a student to receive college credit, an active agreement must be in place between SDCE and one or more SDCCD Colleges at the time the student was enrolled in the SDCE course. Please complete this Certification Form for SDCE students eligible to receive college credit.

You will need to submit a separate form for each eligible student, for each program.

**You will need the following student information to complete this form** (items #1-3 are available to instructors in Campus Solutions. Please contact campus attendance clerk if unsure how to access this information):

1. Student First and Last name
2. Student ten digit Student ID
3. Student's email
4. Student final course grade(s)
5. Student final assessment grade(s)

Reminder: SDCE students are only eligible to receive early college credit through the CTE Transitions Credit by Exam process if they have earned a grade of "A" or "B" on **both** the overall course grade **and** final approved assessment (exam/portfolio).

For requirements, additional information and resources, and the list of active agreements for CTE Transitions Credit by Exam, visit [SDCCD CTE Transitions Credit By Exam](#)

## Step 1: Selecting the Program

Faculty may select one SDCE Program for which the student has completed classes through this form. Below is a list of the programs available for selection:

- Automotive
- Business Information Worker
- Child Development
- Culinary
- Digital Media
- Electronic Technician
- Fashion
- Front End Web Design
- Health Unit Coordinator
- Mechanical Technology
- Networking

## Step 2: Selecting a Course

Course selection instructions for all programs listed below. Program specific instructions and available courses for each program embedded within the program headings.

“Select the SDCE course(s) completed by the student.

Please note that if a single SDCE course is tied to multiple college courses, you must select each college course for which the student is eligible to receive credit.”

Automotive

Business Information Worker

Child Development

Culinary

Digital Media

Electronic Technician

Fashion

Front End Web Design

Health Unit Coordinator

Mechanical Technology

Networking

### Step 3: Course Grade Entries

Course grade instructions listed below cover all the program courses with the exception of courses related to the “Networking” program, an additional instruction table provided.

- SDCE Course Grade - Enter the overall course grade the student earned in the SDCE course.
- SDCE Final Assessment Grade – Enter the grade the student earned on the Final Assessment (exam, portfolio, or averaged combination). A unique final assessment grade is required for each college course that the SDCE student will earn credit.
- Date Student Completed – Enter the semester (Fall, Spring, or Summer) and year (e.g. 2020) for which the student completed this SDCE course.

	SDCE Course Grade	SDCE Final Assessment Grade	Date Student Completed
OFSY 596 – tied to City College, CBTE 120, for 2 College Units	<input type="text"/>	<input type="text"/>	<input type="text"/>
OFSY 599 – tied to City College, CBTE 122, for 3 College Units	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Networking related courses

#### Submit

If a correction needs to be made, click the “Back arrow” until you reach the page where the change is needed. Once you have entered the course grade information and no corrections are needed, click “Submit.”



After clicking the “Submit” button, the Faculty member completing the form will receive an acknowledgement email that the form was received and the student for whom the form was completed for will receive an email stating this form has been submitted on their behalf.

If you have any questions about completing the form or any of the Credit By Exam agreements listed on the form please reach out to: Desiree Payne at [dpayne@sdccd.edu](mailto:dpayne@sdccd.edu)

If you or your students have questions regarding the processing of the form or status of posting of credit please reach out to CE Office of Student Services: [sdcecreditbyexam@sdccd.edu](mailto:sdcecreditbyexam@sdccd.edu).