

TO: Director of Career & Technology Education Program Initiatives
 Tech Prep Coordinator
 Dr. Freddie Wade
 P.O. Box 667517
 Houston, TX 77266-7517

**PETITION
 FOR AWARD OF
 TECH PREP CREDIT**



Student Information:

Print Student Name

Home/Cell Phone Number

Current Address

City

State

Zip

Graduating High School

Graduation Date

Social Security Number

Anticipated College Major

I hereby petition for credit based on the completion of the following high school courses. (See back of this form for specific instructions.)

HIGH SCHOOL COURSE	GRADE	COMPLETION DATE	ARTICULATED COLLEGE COURSE
1.			
2.			
3.			
4.			

Principal's Signature _____

Counselor's Signature _____

FOR HCCS USE ONLY: SIGN AND DATE		(Check One Box)	
DEPARTMENT HEAD:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	
TECH PREP COORDINATOR:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	
COMMENTS:			

INSTRUCTIONS FOR RECEIVING TECH PREP ARTICULATED CREDIT
AT
HOUSTON COMMUNITY COLLEGE



Upon completion of high school, the following steps are to be followed in order to ensure awarding of Tech Prep articulated credit by Houston Community College. The student is responsible for delivering or mailing the following items to:

Dr. Freddie Wade
Director of Career & Technology Education Program Initiatives
Tech Prep Coordinator
3100 Main, Room 12BOO
P.O. Box 667517, MC 1108
Houston, TX 77266-7517

1. Copy of high school transcript,
2. Copy of signed Letter of Intent to participate in Tech Prep or Tech Prep Six-Year Plan (usually completed upon entering Tech Prep sequence of courses in high school),
3. Petition for Award of Tech Prep Credit form.

Upon submission of the above, the Tech Prep office will contact the Department Chair and Registrar to facilitate awarding of the appropriate college credit.

Students **MUST** complete 9 to 12 semester credit hours at Houston Community College in order to receive full articulated credit.

For further information, please contact Dr. Freddie Wade at 713.718.7596.
