

Equivalency Credit with Career and Technical Education Courses

The following written equivalency procedures and flowchart address the key questions of an effective equivalency procedure, and are designed to serve as a model which may be modified to best support individual district needs.

The Equivalency Committee

The Equivalency Committee will be responsible for evaluating and making decisions regarding course equivalencies for Career and Technical Education and core academic courses, and will be comprised of:

- Superintendent
- Director of Career and Technical Education
- Principal or Assistant Principal
- High School Counselor
- Content Specialist(s) (will vary)

Procedures and Timeline for Submitting an Initial Course Equivalency Request

1. Teacher(s) and department head will submit the appropriate completed Equivalency Request Form from the OSPI Equivalency Toolkit along with their course Curriculum Framework, sample assessments, and other supporting documents to their building principal for signature and comments.

2. Teachers should submit their requests and required materials to their department heads and building principals at least two weeks prior to the specified deadlines to allow time for review prior to submission to the Equivalency Committee.

Procedures and Timeline for Evaluating Requests and Determining Course Equivalencies

1. The Equivalency Committee will convene at an agreed upon time during the school year to review submitted equivalency requests.

2. For all equivalency requests, the Equivalency Committee will:
 - a. Review the course curriculum framework to determine if required standards for equivalency from the appropriate Equivalency Request Form in Appendix B are evident throughout the course.
 - b. Review the course assessments to determine if students are demonstrating the required standards for equivalency from the appropriate Equivalency Request Form in Appendix B.

3. The committee will make determinations on submissions no later than two weeks after the scheduled evaluation. The committee will make one of the following decisions during the Initial Evaluation regarding the equivalency request:
 - a. Meets Standard for Equivalency – the course meets the standards required for equivalency and will be listed as an equivalency in the course guide for the following school year.
 - b. Does Not Meet Standard for Equivalency – the course does not adequately meet the standards required for equivalency. Feedback is given regarding gaps and areas that need to be addressed if an equivalency is to be requested again.

Procedures and Timeline for Resubmitting a denied Equivalency Request

1. If an equivalency request is denied upon initial review, a teacher may address identified gaps and resubmit their request.
2. The resubmission of an equivalency request will follow the same procedural requirements as an initial equivalency request outlined in these procedures.

Publishing District Approved Equivalencies

1. The Equivalency Committee will annually publish a list of approved course equivalencies no later than **March 1st** of the school year for inclusion in each high school's course catalog.
2. Additions to the published equivalency list will apply to all students the following school year.
3. Deletion of equivalencies from the existing equivalency list will apply only to the following year's freshman students. Students who will be sophomores, juniors and seniors that following year will be allowed to use the previously published equivalencies.