

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
			5	5P	HIGH SCHOOL COMPLETION
			Revised 2020, 2024	2024	Next review 2026

Running Start

- 11th and 12th grade students from area high schools may choose to attend CPTC professional-technical programs.
- Interested students will meet with the CPTC Running Start Counselor.
- Students must meet Running Start eligibility requirements.
- Students will earn a high school diploma from their high school and college credit from CPTC that may lead to a college certificate or degree.
- Students earning a CPTC degree or certificate must apply for graduation using the online form or the paper option available in the Enrollment Services office.

Northwest Career & Technical High School

- Students between the ages of 16-21 may attend CPTC professional/technical programs toward the completion of the Associate of Applied Science, Associate of Applied Science – T or a certificate while completing high school requirements.
- Interested students will contact the Northwest Career and Technical High School office to begin this program.
- Students will earn a high school diploma from NWCTHS or may alternatively earn an AAS or AAST along with a high school diploma from CPTC.

College in the High School

- Students will provide official college transcripts to the Enrollment Services office for evaluation. Career & Technical Education (CTE) Dual Credit (Pierce County Consortium (PC3) articulated credit.
- Students who completed CPTC courses through CTE and meet the minimum grade of a “C” or better must request their courses be transcribed.
- Students may request their CTE dual credits by submitting the online (www.cptc.edu/esforms) or paper request form to the Enrollment Services Office.
- There is no fee to get CTE dual credit classes transcribed at Clover Park Technical College.

Associates Degree (Age 16 or older)

- Students earning an Associates Degree may be eligible for a High School Diploma if the student has not earned a high school completion credential.
- Students must apply for their High School Diploma by selecting both the Associates Degree and High School Diploma on the Application for Degree/Certificate.

HS+ (Adult High School Completion)

- Adults 18 years of age or older are eligible to complete their high school diploma through the HS+ program at CPTC.
- Interested students should contact the Transitional Studies office to enroll.
- If applicable, students should provide the Transitional Studies office with a copy of their high school transcript for review.
- Students will complete an individualized coursework plan to complete credits needed to satisfy the requirements of their graduating class.
- Students may be eligible to take college credit-bearing classes with a 50% tuition waiver; students should work with their counselor to discuss this option.
- Students earning a high school diploma must apply for graduation using the online form or the paper option available in the Enrollment Services office.

General Education Development (GED)

- Students 19 years of age or older are eligible to take the GED test. Students aged 16-19 are eligible to test with a signed GED release form from their school district.
- Interested students should contact the Transitional Studies office enroll in preparation classes.
- Instructors will work with students on needed skills and provide practice tests. When students feel prepared, they will register to take the official GED tests at GED.com.
- Students must create an account at www.ged.com. Pearson-Vue, through GED.com, is the official provider of high school equivalency testing in Washington state. While CPTC is an approved testing location for GED, all records and certifications are determined by Pearson Vue. GED certificates or other records must be requested through GED.com.

APPROVAL:

By: _____

Dean Kelly

Date: _____

3/10/24

Dean Kelly, Vice President for Student Success