



Instructions for Completing Request for Articulated Credit Forms

1. All students must have a completed Clark State application on file. This application is found at [www.clarkstate.edu/admissions/financial_aid/what kind of student are you/tech prep](http://www.clarkstate.edu/admissions/financial_aid/what_kind_of_student_are_you/tech_prep)
2. Complete names and **accurate** social security numbers are required for all students requesting all articulated credit.
3. High School/Career Center instructors are responsible for having this form completed before Clark State faculty arrive to administer the exam or evaluate the project.
4. The Request for Articulated Credit form for Industry Certification must be completed with copies of the industry certification attached for each student.
5. It is the responsibility of the Clark State instructor or evaluator to submit this completed form to the department dean for final signature.
6. The Request for Articulated Credit form must have all signatures and is then required to be submitted to the Clark State Registrar for posting.
7. If you have any questions, please call the Clark State Faculty/Evaluator or call Tech Prep at 937.328.3888.

