



**Career Technical Education  
Bilateral Credit Agreement FY2026  
Architecture & Engineering Design – A-Tech**

Request info:



FOR OFFICE USE ONLY

LID: \_\_\_\_\_

Approved Credits: \_\_\_\_

**STUDENT:** Complete the "STUDENT" portion of this agreement.

- \_\_\_\_ 1. Apply to [Lakeland Community College](http://Lakeland Community College) as a CTE student. Once your transcript is received you will receive an email with **Lakeland ID (LID)** and instructions on how to get to your myLakeland account. *(Keep this for future use!)*  
**Enrolled CCP students do not have to reapply to Lakeland.**
- \_\_\_\_ 2. Ensure that the Lakeland Community College's Admissions Office has a copy of your final, official high school transcript by **June 10th**. This transcript **MUST** be sent directly from your high school to [transcripts@lakelandcc.edu](mailto:transcripts@lakelandcc.edu).
- \_\_\_\_ 3. Take a picture or make a copy of this agreement for your records and forward it to your high school CTE instructor by **June 1**.
- \_\_\_\_ 4. Questions? Visit: <https://lakelandcc.edu/web/about/career-technical-education> or Email: [CTE@lakelandcc.edu](mailto:CTE@lakelandcc.edu)

**NOTE:** *It is the student's responsibility to ensure that all required documents are on file at Lakeland. Bilateral agreements must be submitted directly by the school to the Tech Prep/CTE Office. Agreements turned in by the student will NOT be accepted.*

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Last Name:	First Name:
Home High School:	High School Graduation Year:
If CCP student, Lakeland ID # (LID):	Preferred E-mail Address for Notifications <b>(print clearly)</b> :
I plan to attend Lakeland CC: (circle) <b>YES NO UNSURE</b>	
I would like my Career Technical Credit Transfer (CTAG) credit and Bilateral Agreement credit posted to a Lakeland CC transcript. Yes ____ No ____ (answering <b>YES</b> will allow your college credit earned in high school to be posted to a college transcript.)	
Yes ____ No ____ I give Lakeland CC permission to request my final high school transcript.	
<b>Student Signature:</b>	<b>Date:</b>

**INSTRUCTOR:** Students must earn at least a **2.75 GPA in the CTE program** to be eligible for credit. (NOTE: GPA will be verified by official HS transcript.)

This credit is processed for students who attend Lakeland.	Lakeland Course # w/catalog link	Lakeland Course Title	Credit Hours
	<a href="#">ENGR 1000</a>	Introduction to Engineering	2
	<a href="#">MECT 1150</a>	Technical Communications (w/a B in senior English)	3

Instructor's Signature: \_\_\_\_\_ Instructor's Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Instructor's Email: \_\_\_\_\_

**\*Instructor should submit this completed form to the CTE Director/Career Center Coordinator by June 10th.**

**CTE OFFICE VERIFICATION:**

Office Use	R	Checklist
	1	Bilateral Agreement was signed and submitted by CTE Instructor (this form)
	2	Completed HS CTE Program
	3	Official HS transcript was submitted to Lakeland Community College
	4	Earned 2.75 GPA or higher in CTE Program
	5	Applied to Lakeland (during HS graduation year) or is a CCP student w/LID

Credits Approved: \_\_\_\_\_ Credit Denied: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_  
Tech Prep/CTE Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Processed \_\_\_\_\_

**OTHER PROGRAM INFORMATION:**

CTAG credit is processed by the school where the student is attending. This credit is earned from Web Exams and is pulled from the statewide CTAV system. Only students attending Lakeland Community College will use Lakeland to process this credit.

<b>CTAG/ODE Courses Taught - <a href="#">LINK</a></b>	<b>Passed</b>	<b>Lakeland Course Match</b>
175001 Engineering Design		
178019 Plan Reading		CIVT 1016
178020 Architectural Design-Structural and Mech/Elec/Plumb		
178021 Architectural Design-Site and Foundation Plans		

<b>Related Industry Recognized Credentials - <a href="#">LINK</a></b>	<b>Points</b>
AutoCAD Professional	
Certified Solid Works	
AutoCAD User	
NIMS Machining Level 1 Certification	
Autodesk Inventor Certified User	
Certified Solid Works Associate	
Occupational Safety and Health Administration 10 Hour General Industry	

**Notes:**

Architecture & Engineering Design CTE Curriculum - ODE <a href="#">LINK</a>
Course Description: all Courses in the Engineering Pathway <a href="#">LINK</a>

**Special Notes:**

**-Are you transferring credits to another college or university?** YES \_\_\_\_\_ NO \_\_\_\_\_ **If yes, please read carefully!**

Once the bilateral credit is processed by Lakeland, students will be able to log into their myLakeland account and see credit on their Lakeland transcript. Be sure to check that your credit has been posted **BEFORE** you request a transfer. Students can then access the "Request for Transfer" form through this link: [Lakeland Community College \(OH\) Transcript Request | Parchment](#)

Your Lakeland transcript will be sent to its destination upon payment of the transfer fee and submission of the form (\$10).

**Please note that each college or university makes an independent decision as to whether they will accept credit/s.**

**Acceptance of credit is only guaranteed if you attend Lakeland. You will receive the most credit if you use it at Lakeland and stay on the same career path.** What school do you plan to attend? \_\_\_\_\_

-Students who successfully complete a CTE Program and meet the requirements listed in Column R 1-5 on page 1 will receive college credit listed in the INSTRUCTOR section of the Bilateral Credit Agreement. For specific programming options, please visit [www.lakelandcc.edu](http://www.lakelandcc.edu) and click on Academics / Degrees & Certificates.

-CTAG credit is awarded based on a student's performance on WebXam/End-of-Course Assessments that are offered through the CTE Program. Bilateral credit cannot be awarded if there is CTAG credit available through the WebXam/End-of-Course Assessment. The school where the student is attending will process the CTAG credit.

-College courses are being reviewed and updated on a regular basis. Visit: <https://catalog.lakelandcc.edu/> for the most updated version of the Lakeland Course Catalog. Credit is only guaranteed if the course is listed in the Course Catalog, the student attends Lakeland and remains on the same career path.

-Accumulation of college credit may impact federal financial aid. Check with your college or university for more information.



**LAKELAND COMMUNITY COLLEGE CAREER TECHNICAL EDUCATION AGREEMENT APPROVAL FORM**

**\*\*OFFICIAL SIGNATURES ARE ON FILE IN THE CTE OFFICE AT LAKELAND COMMUNITY COLLEGE.**

**Architecture & Engineering Design – A-Tech**

\_\_\_\_\_  
Instructor – Bryan Dobos

Date \_\_\_\_\_

\_\_\_\_\_  
Other Representative (if applicable)

Date \_\_\_\_\_

**Lakeland Community College**

\_\_\_\_\_  
Lucy Ott, CTE/Tech Prep Coordinator

Date \_\_\_\_\_

\_\_\_\_\_  
Michael Hoffner, Civil Engineering Technology Department Chair

Date \_\_\_\_\_

\_\_\_\_\_  
Ryan Hamilton, Dean of Engineering

Date \_\_\_\_\_

\_\_\_\_\_  
Erin Shufro, Associate Provost of Faculty Engagement and Dean of Faculty

Date \_\_\_\_\_

\_\_\_\_\_  
Laura C. Barnard, J.D.  
Executive Vice President and Provost

Date \_\_\_\_\_

After signing this document, please forward it to Lucy Ott, CTE/Tech Prep Coordinator – A-1040b, lott1@lakelandcc.edu.