



Region IV Tech Prep Consortium

Eric Studebaker, Tech Prep Coordinator
Phone: 208-732-6224 Fax: 208-736-3015
Email: estudebaker@csi.edu

George Arrossa, Tech Prep Coordinator
Phone: 208-732-6294 Fax: 208-736-3015
Email: garrossa@csi.edu

Tech Prep credits are designed for Technical Degrees. For Transferability questions contact the college you plan to attend.

Fall 2011 & Spring 2012 Instructions to Tech Prep Students Applying for Articulated College Credit at CSI

In order to qualify for college credit, you need to have completed *Tech Prep Enrollment* via the online CATEMA system. This process should be completed while taking the course at your high school. After successfully completing your registration on CATEMA you may qualify for college technical credit as identified in the articulation agreement. Complete the steps listed below to receive credit on your CSI transcript.

1. Complete a **Request for Tech Prep Articulated Credit** form. List the high school course(s) you have completed and the corresponding CSI course(s) and credits you are applying for. (The articulation agreement identifies these courses. For info regarding your high school's articulation agreement, contact your high school teacher or the Tech Prep Office.)
2. Send the completed form and **\$22.00 per credit** transcription payment (credits are identified on the previous form) to the Tech Prep Office at the address listed below. (Make checks or money orders payable to CSI.)
3. Send an official copy of your high school transcript showing the courses to the Tech Prep Office.

Important Tips:

1. Fill out all forms completely and (**incomplete forms will not be accepted**).
2. **Print** clearly (unreadable forms cannot be processed accurately).
3. **Sign** all forms (unsigned forms will be rejected).
4. **Don't forget to include a copy of your high school transcript!**
5. Send registration forms, transcripts, and payments to the correct address: **Region IV Tech Prep, College of Southern Idaho, PO Box 1238, Twin Falls, ID 83303-1238.**

How do you qualify to be a Tech Prep student?

1. Enroll in a professional technical program at your high school.
2. Register as a student in the course via the online CATEMA system. (If you are receiving this in a letter from the Tech Prep Office, then your child has already completed this step.)

What benefits does Tech Prep offer you?

1. Earn college credit while in high school.
2. Get a head start on your college education.
3. Eliminate duplication of courses.
4. Save on college tuition and textbook costs.
5. Open the door to an exciting and rewarding career.

***NOTE: Tech Prep articulated college credits are designed to be used for Associate of Applied Science Degrees, Advanced Certificates, Technical Certificates, or Professional Certificates.**