



# Chaffey College

Students, Parents, Families:

Chaffey College and local high schools/ROPs are working together to give students a head start on college. “Tech Prep” is a program that gives students the opportunity to earn course credit at Chaffey College and high school at the same time.

When a high school/ROP course is “articulated” with a course at Chaffey College, enrolled students may be eligible to earn “placement” credit or “credit by exam [CX]”.

- **Placement Credit** means the high school/ROP course will fulfill prerequisite requirements and if the course is part of the student’s major, the student does not have to take the articulated college course. Placement credit also assures the student he or she will take the next level course at Chaffey College.
- **Credit by Exam** indicates the student will earn credit for the articulated college course and units will be posted on the student’s college transcript.

The teacher of the course will explain to the student what he or she must do to earn credit. The articulation agreement between the high school/ROP and Chaffey College determines what type of credit can be earned.

There is no fee to participate in this program. If the student is interested, he or she will complete the Application for Admission packet for Tech Prep students. Go on-line to Chaffey College’s website at [www.chaffey.edu](http://www.chaffey.edu), click on the left column Tech Prep link and follow the directions. Tech Prep enrollment requires the standard **Chaffey College Application** and **Tech Prep Supplemental Application**. Both can be found at the same link. When the process is complete, the student will receive information from the college. He or she will be designated as a “Tech Prep” student and although this is not the same as regular college enrollment, the student ID will be their permanent ID number.

The student should then complete a **Certification Form** found at the same Tech Prep link. Submitting the Certification to the high school/ROP teacher completes the application process. This form indicates the student would like to earn college credit for the course. When the student has successfully completed the course according to the articulation agreement, the teacher and registrar verify conditions were met and grade received before sending the form to the college. In some cases, an additional assessment component may be required. Finally, Chaffey College will award all successful students with credit earned and send acknowledgement.

We consider this a wonderful opportunity to acknowledge the extra efforts of students who do well in vocational courses. If you have questions or concerns please contact the high school counselor, teacher or Chaffey College Articulation Office, Shirley Emilio (909) 652-6510.

Thank you and we look forward to your participation.

Maggie Van Riper  
Articulation/Tech Prep Coordinator  
(909) 652-6213

Bonny Shapin  
Tech Prep Grant Specialist  
(909) 652-6509

Shirley Emilio  
Articulation/Tech Prep  
(909) 652-6510