INSTRUCTIONS

The transcript review is the Teacher Preparation—CTE program’s process to determine if your previous coursework is equivalent to and can be substituted for required Career and Technical Education (CTE) teacher preparation courses. The cost of the review is $190. If you believe you have taken courses equivalent to one or more of the required CTE courses, you may request a transcript review by following the process outlined below.

Submission Process:

1. Complete Sections A, B and C of the Transcript Review Request Form. All sections are required.

2. Attach official transcripts and, if applicable, any additional course documentation.

3. Submit the completed Transcript Review Request Form, official transcripts, and payment of $190 (payable by check, Visa, or MasterCard) to:

   Bates Technical College
   Attn: Teacher Preparation—CTE
   2201 South 78th Street
   Tacoma, WA 98409

Review Process:

1. Your completed Transcript Review Request Form and supporting documentation will be reviewed for course equivalency. Please allow two (2) weeks for completion of the review.

2. At the time of the review, if the course titles do not provide sufficient information to determine equivalency, you may be asked to provide additional documentation to assist in the review process, such as course catalog descriptions or course syllabi. If this occurs, please note that additional time may be necessary to complete the review.

3. Upon completion of the review, you will be notified in writing of the outcomes.

4. A record of waived courses will be placed in your student file. Waived courses will not appear on your Bates Technical College transcript.

Resubmission Process:

1. For courses not waived, if you have additional documentation not previously submitted that you would like to have reviewed

2. , please submit it to the above address. There is no additional cost for a resubmission.

3. Upon completion of the review, the you will be notified in writing of the outcomes.

QUESTIONS?

If you have any questions, please contact us at 253.680.7404 or cfosnaugh@bates.ctc.edu.
SECTION A

Name
Date

Address
City, State, Zip

Home Number
Work Number
Cell Number
(   ) -
(   ) -
(   ) -

Best time to call
E-mail

SECTION B

Complete all portions of Section B and attach official transcripts. If the course title does not provide sufficient information to determine equivalency, you may be asked to provide additional documentation to assist in the review process, such as course catalog description or course syllabi.

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<th>Check if requesting waiver</th>
<th>Bates Course Title</th>
<th>Equivalent Course Title</th>
<th>Year Taken</th>
<th>College / University</th>
<th>Number of Credits/ Clock Hrs</th>
<th>Transcript Attached</th>
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SECTION C

By signing this Transcript Review Request Form, I attest that the above information is true and accurate to the best of my knowledge.

Signature: __________________________ Date: __________

Bates Technical College is a publicly funded accredited college that complies with all federal rules and regulations in providing equal access and opportunities in both the learning and employment environments. Bates subscribes to a harassment-free workplace and is an equal opportunity college.