Welcome Instructors, Counselors and Coordinators

Cañada College, College of San Mateo and Skyline College and local high schools, San Mateo County Office of Education Regional Occupational Program (SMCOE ROP) and Job Train are working together to give students a head start on college through a program named Career and Technical Education Transitions (formerly Tech Prep). CTE Transitions gives high school, SMCOE ROP and Job Train students and their parents and families a chance to identify future-ready careers and the pathway(s) of study that will need to be followed to prepare for those careers.

CTE Transitions also gives students a chance to begin their pathway of study while in high school, SMCOE ROP and Job Train by taking an “articulated” class or classes that, when completed, give them both high school/ SMCOE ROP and college credit. (“Articulated” classes are those that are formally “agreed upon” by both high school, SMCOE ROP and Job Train and college instructors as being comparable to or acceptable in lieu of introductory or specific classes in a college career major.)

CTE Transitions further benefits students by them not having to retake or pay for the articulated class once they enroll at one of the District colleges. They can begin their college coursework by taking the class which follows their articulated class in in the series of classes aimed at a career major.

The procedure for taking and getting credit for CTE Transitions classes has changed a bit in the last year. Students will be asked to apply online to the college of their choice before they fill out the CTE Transitions Petition for Credit application. NOTE: This does not mean that they will be enrolled at the college or that they will be able to enroll in other college courses as they will not be given a “registration code”. It simply means that they have a marker in one of the three college databases for their CTE Transitions college grade to be entered as soon as it is earned.

You will find the following two sets of instructions in Step 1 under the APPLYING tab on the CTE Transitions website. (http://www.smccd.edu/ctetransitions) (1) Things to Know and Do Before Starting the Online Application to One of the SMCCCD Colleges; (2) Things to Know and Do to Start the Online Application to One of the SMCCCD Colleges. Please print them out and use them to successfully complete or assist someone to complete a college application.

The CTE Transitions Petition for Credit form with instructions (for the CTE Transitions Instructors to prepare and collect) is under the FORMS tab of the CTE Transitions Website. Students will be expected to use their college Student (G) Number in place of a Social Security Number.

We hope this letter fully explains the CTE Transitions opportunity and encourages enrollment in the local CTE Transitions programs. If you have questions or concerns please contact the CTE Transitions Coordinators below:

Cañada College, Bonnie Roberts, CTE Transitions Coordinator
(650) 306-3109 or robertsb@smccd.edu

College of San Mateo, Patricia Brannock, CTE Transitions Coordinator
(650) 574-6668 or brannock@smccd.edu

Skyline College, Christine Roumbanis, CTE Transitions Coordinator
(650) 738-4248 or roumbanis@smccd.edu

Thank you and we look forward to your participation.

2a CTE Ltr for Instructors 8-25-11 PB:CR; BR