



System Office Standard Agreement

TENNESSEE BOARD OF REGENTS

OBF-PURCH- 6/19/18

Date Logged	08/08/2022
TBR Contract Number	110908

Rush? no	
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Department	Academic Affairs
Contractor	Tennessee Board of Regents
Purpose	Systemwide articulation agreement between Colleges in the TBR System for articulation of Administrative Office Technology towards the AAS in Administrative Professional Technology.

The signatures below indicate the attached contract has been reviewed and is recommended for approval

STEP 1: DEPARTMENT APPROVALS		
Originator	<small>DocuSigned by:</small> <i>Suzanna Miller</i>	2022-08-08 12:28 PM CDT
Department Approval	<small>DAB235961A5E44E...</small> <small>DocuSigned by:</small> <i>Jonathan Blackwood</i>	2022-08-08 3:20 PM CDT
STEP 2: TBR APPROVAL		
Contracts and Reporting	<small>DocuSigned by:</small> <i>Cassidy Carrigan</i>	2022-08-08 3:30 PM CDT
PCPS	<small>643859D95C99445...</small> <small>DocuSigned by:</small> <i>Angela Gregory Flynn</i>	2022-08-09 4:50 PM CDT
General Counsel	<small>6661859681946A...</small> <small>DocuSigned by:</small> <i>Chloe T. Shafer</i>	2022-08-09 4:51 PM CDT
Business Office	<small>633813A5E854D0...</small> <small>DocuSigned by:</small> <i>Ryan Peters</i>	2022-08-09 6:11 PM CDT
STEP 3: THE AGREEMENT WILL BE FORWARDED TO APPROPRIATE VICE CHANCELLOR FOR REVIEW AND APPROVAL.		

COMMENTS:

TBR CONTRACT SUMMARY SHEET**Institution Contact Data**

Name: LaDonna Miller	Email: ladonna.miller@tbr.edu	Phone No. 615-366-4448
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Vendor Contact Data

Vendor Address: 1 Bridgestone Park Nashville, TN 37214	Contact Name: Tachaka Hollins
Contact Phone: 615-366-4459	Contact Email: tachaka.hollins@tbr.edu
Vendor/Parent Company outside USA? yes or x no	If yes, list country: n/a

Purpose of Contract:

Systemwide articulation agreement between Colleges in the TBR System for articulation of Administrative Office Technology towards the AAS in Administrative Professional Technology.

Contract Type: Academic Articulation Agreement

Contract Format (Check all that apply)

<input checked="" type="checkbox"/> TBR Standard Format	<input type="checkbox"/> Vendor Generated Contract reviewed by TBR Contracts
<input type="checkbox"/> Drafted by TBR/Not Standard Format	<input type="checkbox"/> Renewal or Modification of Existing Agreement

Contract Term

Start Date: 08/22/2022	End Date: 08/22/2025	Total Number of Renewals (if a renewal or change to an existing contract, please indicate renewals remaining): 0
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Contract Financial Information

Type: <input type="checkbox"/> Revenue <input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> No Cost	Payment Frequency: AS Invoiced
Amount per Year: 0	Amount w/all renewals: 0
Funding Source: Not Applicable	If not solely funded by Institution or Department, provide detail: n/a
If State funds, list FOAP to be charged (i.e. 110001-200230-74490-470): n/a	

Other Pertinent Information

Lease: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Non-debarment Verification (www.sam.gov): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> no
Grant: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Non-debarment Verification Date: 08/08/2022
Procurement Method: N/A	Available for System- Wide Use: NO If Other, list eligible entities: n/a
Ethnicity: (SA) State Agency	

Contract Monitoring

Contract requires monitoring? yes or x no	If yes, designated contract monitor (individual responsible for ensuring receipt of goods/services and liaison with the vendor): Tachaka Hollins
If yes, monitoring frequency: one-time	Monitor's email address: tachaka.hollins@tbr.edu



Not applicable

**Systemwide Articulation Agreement Between
Colleges in The College System of Tennessee
For the Period of Fall 2022 through Summer 2025**

**Articulation of Administrative Office Technology at Tennessee Colleges
of Applied Technology to be Applied Toward
The A.A.S. in Administrative Professional Technology Delivered at Specified
Community Colleges in Tennessee**

The Tennessee community colleges hereinafter referred to as the "CC(s)" and the Tennessee colleges of applied technology hereinafter referred to as the "TCAT(s)" have entered into a statewide partnership which promotes student transfer and program articulation. The partnership is for the purpose of providing eligible TCAT students the opportunity to receive college credit upon successful completion of a qualified program at a TCAT and/or by earning recognized industry certification(s) as identified in "APPENDIX A."

OVERVIEW

In accordance with the guidelines set forth by the Tennessee Board of Regents (TBR), the Tennessee Higher Education Commission (THEC), and the procedures established by the individual CCs, we hereby enter into this Agreement to provide the eligible TCAT students the opportunity to receive college credit upon successful completion of a qualified program at a TCAT and by earning recognized industry certification(s) or meeting other criteria as identified in "APPENDIX A."

The CCs determine awarded credits based upon the course completion(s), certification(s) earned, or other specified requirements.

1. TCATs will indicate on student transcripts the specific coursework completed and certifications taken and passed (if known).
2. When evaluating student transcripts, the CC will award credit based on criteria identified in "APPENDIX A."
3. In addition, CCs may award credit based upon evaluation of transcripts on a course-by-course basis.
4. Pre-requisite courses must be considered prior to accepting credit via this agreement.
5. Students must meet the standards and follow the procedures of the individual CC catalog for the year they enrolled in the articulated course/program or follow the current year CC catalog.
6. The awarding of any nontraditional credit (e.g. CLEP, AP credit-by-exam, military services, etc.) may be granted for coursework not identified in "APPENDIX A."
7. Upon an institution's request this agreement will be reviewed.
8. This agreement will remain in effect until modified or rescinded by the duly authorized signatories, or until the term of the agreement has expired.
9. The CCs and the TCATs shall:
 - a. Designate a responsible party to provide oversight of details and disseminate general program information to students.
 - b. Determine course(s) to award credit based upon recommendation of content faculty.

- c. Agree to review every three years the certifications/courses and/or Student Learning Outcomes for which college credit will be awarded.
 - d. Establish a process to ensure effective coordination between the individual CC(s) and TCAT(s). The Statewide Articulation Committee shall serve as a resource for questions or concerns that may arise and will consist of representatives from both the CC(s) and the TCAT(s) that are faculty or curriculum coordinators for the discipline as appointed by the chief academic officer at the CC and the President at the TCAT.
10. The SACSCOC accredited institution agrees to accept specific course work from a non-SACSCOC accredited institution to be applied toward an award from a SACSCOC accredited institution. That course work may not be accepted by other colleges or universities in transfer, even if it appears on a student transcript. The decision to accept course work in transfer from any institution is made by the receiving institution, and the acceptance of credits or course work is based on the receiving institution's regulations and guidelines."
11. This agreement will commence the semester following the signing thereof.

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APPENDIX A

Awarding of College Credit to Administrative Office Technology graduates from Tennessee Colleges of Technology to an A.A.S. in Administrative Professional Technology

Industry Certification	Credit Hour	Course Title
Microsoft Office Specialist (MOS) Word # (Office 365 or 2019)	3	ADMN 1311, Word Processing I
Microsoft Office Specialist (MOS) Excel # (Office 365 or 2019)	3	ADMN 1313 Spreadsheet Applications OR BUSN 1370, Spreadsheet Applications OR ACCT 1371, Accounting Spreadsheet OR CITC 1307, Intro to Spreadsheets
Microsoft Office Specialist (MOS) Access # (Office 365 or 2019)	3	ADMN 2330, Database Applications
Microsoft Office Specialist (MOS) # (Office 365 or 2019) <ul style="list-style-type: none"> • Word, • Excel, • Access. and/or PowerPoint 	3	INFS 1010, Computer Applications OR BUSN 1360, Software Appl for Business
Certified Electronic Health Records Specialist (CEHRS) [§] (National Healthcare Association)	3	ADMN 2304 – Intro to Electronic Health Records [§]
Certified Administrative Professional*	12 from course list to the right	ADMN 1308, Office Procedures ADMN 1309, Records Management ADMN 1310, Business Communications OR BUSN 1310, Business Communications ADMN 1311, Word Processing I BUSN 1305, Introduction to Business BUSN 2340, Human Resource Management
Certified Professional Coder (CPC)* <i>with current credentials</i>	9	ADMN 1306 OR BIOL 1000 OR HSC 111 – Medical Terminology ADMN 2303, CPT Coding ADMN 2311, ICD-PCS Coding

*Each institution determines the relevant/current industry certifications for course credit.

Some institutions will accept Microsoft Office Specialist Associate or Expert for course credit.

§ Pellissippi State requires both the CEHRS and MOS Access certification for course credit.

IN WITNESS WHEREOF:

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ATHENS:

DocuSigned by:
Stewart Smith 2022-08-10 | 5:57 PM PDT
President Date

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY COVINGTON:

DocuSigned by:
Yolanda Jones 2022-08-10 | 4:40 PM CDT
President Date

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY CROSSVILLE:

DocuSigned by:
Cliff Wightman 2022-08-10 | 6:12 PM PDT
President Date

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY CRUMP:

DocuSigned by:
Stephen Milligan 2022-08-10 | 2:35 PM PDT
President Date

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY DICKSON:

DocuSigned by:
Arita Summers 2022-08-10 | 4:42 PM PDT
President Date

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ELIZABETHTON:

DocuSigned by:
David J. Hicks 2022-08-11 | 6:27 AM CDT
President Date

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY HARRIMAN:

DocuSigned by:
Darice Turpin 2022-08-11 | 6:08 AM PDT
President Date

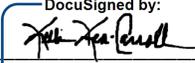
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY HARTSVILLE:

DocuSigned by:
Mae Wright 2022-08-11 | 6:25 AM PDT
President Date

**Systemwide Articulation Agreement Between
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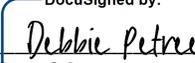
**Articulation of Administrative Office Technology at Tennessee Colleges
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Community Colleges in Tennessee**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY HOHENWALD:

DocuSigned by:
 2022-08-10 | 5:06 PM CDT

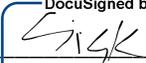
President 28B9D459... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY JACKSBORO:

DocuSigned by:
 2022-08-10 | 4:59 PM CDT

President 1A64D401... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY JACKSON:

DocuSigned by:
 2022-08-10 | 4:49 PM CDT

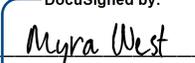
President 01F34F4... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY KNOXVILLE:

DocuSigned by:
 2022-08-10 | 3:26 PM PDT

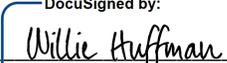
President 792C1425... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY LIVINGSTON:

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 2022-08-10 | 5:11 PM CDT

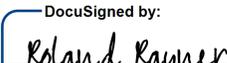
President 640419... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY MCKENZIE:

DocuSigned by:
 2022-08-10 | 4:59 PM CDT

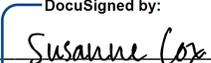
President D2F0498... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY MEMPHIS:

DocuSigned by:
 2022-08-10 | 5:26 PM CDT

President 00A77468... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY MORRISTOWN:

DocuSigned by:
 2022-08-10 | 4:50 PM CDT

President 100479... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY MURFREESBORO:

DocuSigned by:
Carol Puryear 2022-08-10 | 3:34 PM PDT

President 3D8147F... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NASHVILLE:

DocuSigned by:
Nathan Garrett 2022-08-12 | 8:14 AM CDT

President C786C44F... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ONEIDA:

DocuSigned by:
Dwight E. Murphy 2022-08-12 | 6:19 AM PDT

President E8EB4C9... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY PARIS:

DocuSigned by:
Walter G. Gandy 2022-08-10 | 4:58 PM CDT

President A0E9BD437... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY PULASKI:

DocuSigned by:
Mike Whitehead 2022-08-12 | 8:25 AM CDT

President 74E9006850B440... **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY SHELBYVILLE:

DocuSigned by:
Laura Monks 2022-08-11 | 7:00 AM PDT

President 740940E... **Date**

CLEVELAND STATE COMMUNITY COLLEGE:

DocuSigned by:
Joyce R. 2022-08-17 | 2:51 PM EDT

President 84F31465... **Date**

JACKSON STATE COMMUNITY COLLEGE

DocuSigned by:
George Pimentel 2022-08-11 | 6:29 AM PDT

President F4B6472... **Date**

NASHVILLE STATE COMMUNITY COLLEGE:



DocuSigned by:
Shanna L. Jackson 2022-08-10 | 2:31 PM PDT

President 4C7429... **Date**

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NORTHEAST STATE COMMUNITY COLLEGE:

DocuSigned by:
Connie Marshall 2022-08-11 | 5:10 AM PDT
President Date

PELLISSIPPI STATE COMMUNITY COLLEGE:

DocuSigned by:
L. Anthony Wise, Jr. 2022-08-11 | 6:47 AM CDT
President Date

TENNESSEE BOARD OF REGENTS:

DocuSigned by:
Jonathan Blackwood 2022-08-17 | 4:40 PM CDT
Vice Chancellor, Academic Affairs Date

TENNESSEE BOARD OF REGENTS:

DS
AJ DocuSigned by:
John W. Tydings 2022-08-17 | 4:42 PM CDT
Chancellor Date

Not applicable