

**Career & Technical Education**  
**Equivalency Process Step-by-Step**

1. Establish a committee to review the Career & Technical Education course(s) for English Language Arts, Mathematics, Science, or Social Studies equivalent status.
2. Review the knowledge and skills of the course the district is seeking for equivalency.
3. Perform a crosswalk of current standards for Career & Technical Education and the equivalent course. Use the sample crosswalk template on the **Career & Technical Education content area equivalency website**. For a limited number of programs, a task force has already crosswalked courses that can be found on the content area equivalency website. The final process is for the local teacher/committee to review the local curriculum to the crosswalk and include the number of days/hours and knowledge and skills.
4. Request school board approval for the equivalent course.
5. Submit all documentation which includes:
  - List of committee members and their titles
  - PI 1803 form
  - Documentation of the equivalent course content/syllabus with instruction time
  - Completion of the crosswalk
6. The equivalent course will be documented on the student's transcripts by the school district using a standard identification system.
  - This designation will be listed next to the course title on the student transcript.
    - (ES) = equivalent for science
    - (EM) = equivalent for mathematics
    - (ESS) = equivalent for social studies
    - (EE)= equivalent for EnglishFor example, a veterinary science course taught by an agriculture instructor for a science equivalent credit would be listed on the student's transcript as Veterinary Science (ES).
  - The Career & Technical Education equivalent course is to be listed under the Career & Technical Education department. It is a Career & Technical Education teacher teaching a Career & Technical Education course. It is the district's decision to allow this course for the equivalent option.
7. The equivalent course documents will be reviewed and the school districts will be notified within 60 days of receipt.
8. If the equivalent course is accepted, the information will be entered into a database, which will be shared with the UW-System for their reference. The database will be updated annually and shared with the UW-System each year.