Eastern Florida STATE COLLEGE
Explore. Achieve. Succeed.

Florida Department of Education

Gold Standard Career Pathways Statewide Articulation Agreement
Industry Certification to AS Degree Program

Effective: Spring 2022

EFSC Degree: **AS/Office Administration**
FDOE CIP Code: 1552020401
Industry Certification: Accredited Legal Professional (ALP) **Code:** TAFLP001

Apply to Institution Code: INDCER – Articulated Industry Certification

Per the attached Florida Department of Education Statewide Articulation Agreement, Eastern Florida State College (EFSC) will award postsecondary college credit to eligible students who have earned the Industry Certification above and meet the criteria as stated below. Articulated credit awarded under this agreement may only be applied to the above AS degree. Student will not be charged tuition or fees for the credit hours awarded through this agreement.

EFSC will award credit for the following course(s):

Number	Course Title	Credits
OST-2335	Business Communications	3
OST-2431	Legal Office Procedures	3
OST-1582	Ethics at Work	3

Criteria:

1. Student must be in good standing at EFSC, currently enrolled in the Associate in Science (A.S.) degree listed above. Student's major must reflect this degree.
2. Certification must have been issued within three (3) years prior to enrollment in the A.S. degree
3. Student must satisfy all admissions requirements.
4. Student must have completed 25% of the degree requirements through traditional coursework at EFSC.

Procedure:

1. Industry certification must not be expired at the time credit is requested.
2. Upon completion of the above requirements, student must submit the *Petition for Articulated Credit* form, **along with a legible copy of the certificate**, to the Office of the Registrar, CO Bldg. 2-020, 1519 Clearlake Rd, Cocoa, FL 32922.

Address questions regarding this agreement to the appropriate EFSC program representative, the EFSC Office of Career and Technical Programs, or the EFSC Office of the Registrar. This agreement shall be reviewed every two years and will remain in effect until revoked or terminated by the College.

APPROVAL SIGNATURES

Michelle Stanifer — Digitally signed by Michelle Stanifer Date: 2022.03.08 12:31:09 -05'00' — 3/8/2022

Faculty Representative — Date

Andrew Lieb — Digitally signed by Andrew Lieb Date: 2022.03.08 12:39:33 -05'00' — 3.8.2022

Andrew Lieb — Date
Eastern Florida Online Chair

Anthony P. Akers

Digitally signed by Anthony P. Akers
Date: 2022.05.17 10:32:57 -04'00'

Tony Akers — Date
Chair, Academic Council (AC)

Dr. Sandy Handfield

Digitally signed by Dr. Sandy Handfield
Date: 2022.05.19 16:51:50 -04'00'

Dr. Sandy Handfield — Date
AVP, Academic Affairs

Florida Department of Education

Gold Standard Career Pathways Statewide Articulation Agreement

Industry Certification to AS Degree Program

Degree Name:	Office Administration		
CIP Number:	1552020401		
Industry Certification:	Accredited Legal Professional (ALP)	**Code:**	TAFLP001
College Credit:	This Gold Standard Career Pathways Statewide Articulation Agreement guarantees the minimum award of course credits or a block of credit toward the above AS program is 3 hours of credit. This agreement does not preclude the awarding of additional credits by any college through local articulation agreements.		

Validation Mechanism:

To be eligible for articulation, the student must show evidence of their current Accredited Legal Professional (ALP) certification and it must have been issued within three (3) years prior to their enrollment in the program.

Rationale/Justification:

The Accredited Legal Professional (ALP) certification represents industry acknowledgement of technical skill attainment of competencies in the Office Administration program.

Applicability:

State college administrators were consulted and agreed that the **Accredited Legal Professional (ALP)** certification shall articulate **three (3)** college credit hours to the AS degree in **Office Administration**.

Articulated credit awarded under this agreement may only be applied to the above AS degree.

Date Presented to ACC	ACC Recommendation	Date Submitted to SBE	SBE Status
February 27, 2019	Approved	May 22, 2019	Approved

This agreement is incorporated by reference in State Board of Education Rule 6A-10.0401 *Gold Standard Career Pathways Articulation Agreements*, which is authorized under 1007.23 Florida Statutes.