



*Career and Technical Education
Teacher Preparation Program*

Transcript Review Request Form

INSTRUCTIONS

The transcript review is the process by which we determine if any of your previous coursework is equivalent to and can be substituted for required Career and Technical Education (CTE) teacher preparation courses at Bates. 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. There is a one-time fee of \$190 for the review.

Submission Process:

- Complete Sections A, B, and, C of the *Transcript Review Request Form*. All sections are required.
 - The same course from your transcript will not count toward multiple substitutions.
 - Provide **sealed official transcripts**, and any additional course documentation.*
 - Pay the fee of **\$190** by check, Visa, or MasterCard.
- Submit all the above to: Bates Technical College
 Attn: Teacher Preparation—CTE
 2201 South 78th Street
 Tacoma, WA 98409

*Note: For official Electronic Transcripts, please send link to: Ines Lamberton ilamberton@bates.ctc.edu.

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. During the review process, if the course titles do not provide sufficient information to determine equivalency, you may be asked to provide additional documentation to support the review process, such as course catalog descriptions or course syllabi. If this occurs, additional time may be necessary to complete the review.
3. Upon completion of the review, we will notify you of the outcomes in a letter attachment sent to your email.
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. To appeal courses not waived—with additional documentation to support your request—email your justification to ilamberton@bates.ctc.edu for reconsideration. There is no additional cost for resubmission.
2. Upon completion of the resubmission review, we will again notify you of the outcomes in writing.

QUESTIONS?

For more details or clarification on this process, please contact: Ines Lamberton
253.680.7467
ilamberton@bates.ctc.edu

SECTION A: Personal Information

Name	Date
Address	City, State, Zip
Main Contact Number	Alternate Contact Number
Best Time to Call	Email Contact

SECTION B: Waiver Request Information

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

Check if requesting waiver	Bates Course Title	Equivalent Course Title	Year Taken	College/ University	Number Credits/ Clock Hrs	Transcript Attached
<input type="checkbox"/>	EDU 101 Introduction to School Law					<input type="checkbox"/>
<input type="checkbox"/>	EDU 102 Industrial Safety					<input type="checkbox"/>
<input type="checkbox"/>	EDU 104 Philosophy of CTE					<input type="checkbox"/>
<input type="checkbox"/>	EDU 105 Methods of Teaching					<input type="checkbox"/>
<input type="checkbox"/>	EDU 106 Occupational Analysis					<input type="checkbox"/>
<input type="checkbox"/>	EDU 107 Course Organization					<input type="checkbox"/>
<input type="checkbox"/>	EDU 151 Abuse and Neglect of Children					<input type="checkbox"/>
<input type="checkbox"/>	EDU 226 Student Development and Leadership					<input type="checkbox"/>
<input type="checkbox"/>	EDU 228 Work-Based Learning Coordination					<input type="checkbox"/>
<input type="checkbox"/>	EDU 229 Diverse Needs of Students					<input type="checkbox"/>

SECTION C: Signature and Date

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.