

DUAL CREDIT AGREEMENT
Emergency Medical Technician (EMT)

CENTRAL TEXAS COLLEGE
COPPERAS COVE INDEPENDENT SCHOOL DISTRICT

A. This Dual Credit Agreement “DCA” is made and entered into on (insert date of second signatory here) between Central Texas College, P.O. Box 1800, Killeen, Texas, 76540-1800, hereinafter referred to as “CTC” and Copperas Cove Independent School District, P.O. Box 580, Copperas Cove, Texas, 76522 hereinafter referred to as “ISD” or “CCISD”.

B. The purpose of this DCA is to approve the mechanism for the establishment of a dual credit partnership between CTC and the CCISD. The DCA is defined as an agreement between CTC and the ISD that sets forth the process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school, thus accelerating the transition from high school to post-secondary education. Dual credit is also referred to as concurrent course credit; the terms are equivalent. The terms “faculty” and “instructor” as used interchangeably.

C. This DCA aligns with the statewide dual credit program goals through collaborative outreach efforts, advising, and support services, while maintaining the quality and rigor of dual credit courses.

D. ISDs Role and Responsibilities:

1. All instructional material, such as books, handouts, calculators, etc., will be provided by the ISD.
2. The ISD will pay tuition to CTC as outlined in this DCA and shall pay all invoices received by CTC for funds owed under this DCA within (30) calendar days of the date of the invoice.
3. Student transportation, if applicable, will be solely provided and paid for by the ISD.
4. The ISD will adhere to the CTC fall and spring start and end dates.

E. CTC’s Role and Responsibilities:

1. CTC will hire all instructors to teach the courses subject to the terms of this DCA.
2. CTC will ensure that instructors, substitutes and the curriculum meet the requirements of CTC, SACSCOC and the THECB.
3. CTC will pay all dual credit faculty for each section taught pursuant to Central Texas College’s current pay rate. Payment will be twice a month as published on the CTC Payroll Calendar. All instructors paid by CTC will be obligated to sign a CTC adjunct instructor Part-Time Employment Agreement.
4. CTC will provide classroom space as needed on its campus, and will provide equipment and other peripherals when both parties agree such materials are necessary to support the education process.

5. CTC will ensure that all dual credit courses, whether taught at CTC, online, blended or at the ISD, are equivalent with respect to curriculum, material, attendance requirements, instruction, method, and rigor as those courses offered at the CTC Central Campus. Blended means instruction is mostly online with some in-person classes and labs on campus at scheduled times. The quality and rigor of the dual credit courses will be sufficient to ensure student success in subsequent courses.
6. CTC will provide academic and college support services to dual credit students as outlined in H.6 below.
7. CTC will bill the ISD for each dual credit student at CTC's agreed upon contract rate. Such invoice shall be delivered to the ISD via mail following the class census date, and before the class end date.
8. CTC will offer a vocational program in EMT to CCISD students.

F. EMT Program:

1. Along with immunizations, students must complete a current physical within six months of the start of class. Completed physicals will be submitted to the CTC EMS program clerk. The student has to be cleared for unlimited EMS job-related, physical activity or they cannot attend clinical. Physicals can be completed by school nurse or completed with athletic physical (must be on CTC form).

Required Student Immunizations Include:

- One dose of rubella after the first birthday,
 - Tetanus/Diphtheria/Pertussis booster within 10 years,
 - Hepatitis B series (takes 6 months to complete),
 - documentation of negative screening results for tuberculosis, must complete TB tests no more than 30 days prior to the program start date: 2-Step Tuberculin Skin Test.
 - Proof of 2 doses of measles vaccine administered on or after the 1st birthday and at least 30 days apart,
 - One dose of mumps vaccine administered after the 1st birthday,
 - Proof of varicella vaccination, and
 - Other immunizations as determined to be medically necessary.
 - Currently many clinical sites require proof of Covid 19 vaccination before entry into the facility as a clinical student. Students should expect this requirement to continue.
2. CCISD must provide a letter of verification acknowledging that enrolled students are in good standing with no violence or drug offenses at school.
 3. Students must complete and submit EMS program application with associated release forms to the EMS program clerk no later than November prior to the spring semester.

G. Joint Responsibilities:

1. CTC and the ISD shall coordinate and participate jointly in parent and student information sessions, college visits, counselor training workshops, and other activities as set forth herein.
2. Information about the dual credit program shall be made readily available by both CTC and the ISD through their marketing materials to include student handbooks, rack cards, and shall also be available on a designated dual credit page on the Central Texas College website, www.ctcd.edu.

H. Under this DCA the following conditions must be met in order for the student to receive college credit at CTC:

1. CTC Eligible Courses and Degree Programs:

The only courses that may be offered for dual credit are:

- A) Course in an active field of study curriculum (developed by the Board under Section 61.823) or program of study curriculum (developed by the Board under Section 61.823);
- B) In CTC's Core Curriculum;
- C) Foreign Language courses and;
- D) Career and Technical Education courses that apply to any certificate or associate degree offered by CTC including
 - 1) Courses contained in the Workforce Education Course Manual (WECM);
 - 2) Courses with the following rubrics in the Lower Division Academic Course Guide Manual (ACGM) ACCT, AGRI, BCIS, COSC, CRIJ, ENGR, HORT, RNSG. Courses considered remedial, developmental and/or orientation in content will not be considered for dual credit.

Courses offered for dual credit to the ISD will be reviewed annually by CTC in partnership with the ISD as part of the agreement revision, and shall be attached and fully incorporated herein as they are amended. CTC shall present the list of offered courses to the ISD no later than 10 days before the beginning of the fall semester and such list will be applicable for the academic year.

All students shall be placed on a CTC degree plan or certificate of completion plan as applicable. The number of credits for a student to earn a CTC degree may not exceed 60 credits. Dual credit students who are taking CTC courses on a full-time status may be allowed to continue in the dual credit program to earn more than 60 credits with prior signed, written permission from CTC and the ISD.

2. Student Eligibility:

Student eligibility shall be determined by the requirements outlined in the Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4, Subchapter D, 4.85(b)1-8. The current Central Texas College Course Catalog shall determine all admission and registration requirements.

Students will not be accepted into a program after CTC late registration.

3. Location of Classes:

CTC offers dual credit courses to the ISD at the Central Campus located in Killeen, Texas.

4. Student Composition of CTC Classes:

All students will be included with Central Campus students. In those cases where there are insufficient dual credit students to conduct the class, CTC, at its discretion may enroll the dual credit students attending classes on CTC Central Campus or through distance learning with mainstream college students and/or with other high school students. All such enrollments shall be governed by the criteria set forth in the Texas Administrative Code, Chapter 4, *Rules Applying to All Public Institutions of Higher Education*. Chapter 4, Subchapter D. Section 4.85 (d)1-3 and SACSCOC rules relating to Dual Credit.

5. Faculty Selection, Obligations, and Pay:

CTC shall hire and make all faculty teaching assignments and faculty may be assigned to teach on CTC Central Campus and through CTC distance learning. All dual credit faculty must meet the minimum requirement of the Southern Association of Colleges and Schools, Commission on Colleges and CTC. All faculty approval will be determined by the appropriate CTC administrator following the approval procedures outlined in the *CTC Instructor Qualification and Approval Procedures*, CTC Human Resources Policy #160. CTC shall evaluate dual credit faculty using the same procedures used for faculty at the CTC Central Campus.

Payment and benefits to CTC faculty will be in accordance with CTC's regular faculty payroll schedule at the agreed upon contract rate.

All dual credit faculty will conform to all CTC policies and procedures.

Ensure dual credit courses held at the CCISD meet the contact hours required and that extracurricular activities do not interfere with students completing the required contact hours.

a) Adjunct Instructors (Dual Credit Faculty):

- 1) Be credentialed and hired at sole discretion of CTC.
- 2) Provide students the course syllabus on the first day of class.
- 3) Maintain college-level rigor of the course.
- 4) Follow the curriculum provided by CTC.

- b) Alert the department chair immediately if there is an issue with equipment or text books.
- c) Follow the protocol for communicating with the department chair on any grading or student conduct items.
- d) Submit rosters and grades on time.
- e) Check rosters daily to ensure all students in the class are on the college roster. And report any discrepancies immediately to the Dual Credit Programs office.
- f) Maintain communication with the department chair throughout the semester.
- g) Attend trainings provided by the Dual Credit Programs department and CTC.
- h) Complete all mandated online training by the due date.
- i) Communicate with dual credit students through CTC email.
- j) Attend Faculty Preservice at the beginning of Fall Semester and Faculty Inservice at the beginning of Spring Semester in-person or, alternatively, attend synchronously (if available) and/or view a recorded version at a time and location of their choosing.

6. Academic Policies and Student Support Services:

The student must meet all CTC admissions requirements as published in the current CTC course catalog.

Student must adhere to the requirements, policies, and procedures as set forth in current CTC Student Handbook and Course Catalog.

Students are expected to maintain academic honesty by refraining from academically dishonest behaviors (i.e., plagiarism, collusion, cheating). Academic misconduct and student code of conduct sanctions are administered in accordance with policy and procedures set forth in the current CTC Course Catalog and applicable department student handbooks.

CTC Academic advising will be available to all students throughout their enrollment with Central Texas College. In addition, CTC support services, such as the library services, tutoring, etc. are offered to students as needed and as applicable, with the goal being the student successfully completing the dual credit courses.

CTC Disability Support Services: Disability support services are available to dual credit students while taking dual credit or college courses only, and shall be administered consistent with the disability services afforded to college level students. Disability Support provided by the ISD may not be consistent with such support services offered at the college level.

- 7. The student must obtain written approval from parent/guardian and high school counselor for course enrollment each semester. The student must obtain written approval from the high school counselor for all dual credit course changes and each new course enrollment request before enrollment.

The student must submit a CTC application with high school transcript, qualifying test scores, registration form, release of information form, and dual credit/early admissions application. In addition, the student must complete the Dual Credit/Early Admissions application and registration form each semester that they enroll in dual credit courses.

Students are required to provide their social security number on their admission application. Students will not be permitted to register for classes until a social security number is provided.

8. Transcribing of Credit:

High school and college credit will be transcribed upon a student's completion of the course as defined in the current Central Texas College Course Catalog and Central Texas College Student Handbook, and in accordance with the Texas Administrative Code: Title 19, Part 1, Chapter 4, Subchapter D, rule 4.85.

9. Sources of Funding for Tuition, Transportation, Textbooks, and Payment

The ISD will claim all students in Average Daily Attendance for purposes of state aid. CTC will claim all other funding for all students receiving college credit in dual credit courses.

Tuition & Textbooks: CTC will bill the ISD for each dual credit student at the contract rate as identified in the annual EMT Cost Chart. Such invoice shall be delivered to the ISD via mail following the class census date, and before the class end date. All invoices are payable by the ISD within 30 calendar days of the date of the invoice.

All instructional materials, such as books, handouts, stethoscope, uniform, etc., are included in the total tuition cost as reflected in the current EMT Cost Chart.

The standard CTC refund policy will apply to any students who drop or withdraw from any course or the program.

ISD is responsible for all costs of transportation of students as required under this DCA.

10. Metrics: The following metrics will be maintained by CTC:

- A) Student enrollment in postsecondary after high school;
- B) Time to degree completion;
- C) Semester credit hours to degree; and
- D) Analysis of measure in enrollment in and persistence through postsecondary education, disaggregated by student sub-population.

11. Data Sharing: A portion of the relevant student data shall be provided by CCISD to CTC and a portion of the data shall be provided by CTC to CCISD. The data shall be provided in the following format: Either Microsoft Excel or Access.

CCISD will provide:

- a. Enrollment information for all students:
 - 1) First Name, Last Name, Middle Initial;
 - 2) Social Security Number (SSN) for all U.S. Citizens and permanent residents. If student is not a U.S. Citizen or permanent resident, then the CTC ID or other student record identifier may be used.
 - 3) Date of Birth (DOB);
- b. High School Attending;
- c. Date of High School graduation;
- d. Endorsement areas of each student;
- e. Special group identification, for example Early College Program or STEM; and
- f. Cumulative GPAs

12. Accreditation and Standards: The educational partners to this DCA are independent agencies accredited by various state and regional accrediting agencies. Each institution is responsible for meeting the standards established by the accrediting agencies under whose authority it awards degrees and certificates. No provision of this DCA shall be construed to limit the authority of any educational partner to meet its accreditation obligations.

I. Term: This DCA shall commence upon the date of its execution and shall continue until such time as the DCA is terminated.

J. Termination: This DCA may be terminated by either party providing thirty (30) calendar days' written notice to the other party. Such notice shall be hand delivered or sent by certified mail, return receipt requested, to the address of the respective parties listed above. However, such termination shall not take effect with regard to courses that have already begun and such courses shall be allowed to finish the term already begun. Likewise, courses which have not yet begun, but in which dual credit students are actually enrolled at the time of receipt of the notice of termination, shall be allowed to commence and finish that particular course for that particular term/semester. Upon receipt of a notice of termination, the parties shall immediately cease to enroll students in a dual credit program under this DCA.

K. To the extent permitted under Texas law and without waving any defenses including governmental immunity, each party to this DCA agrees to be responsible for its own acts or failure to act, including acts of negligence, which may arise in connection with any and all claims for damages, costs, and expenses to person or persons and property that may arise out of or be occasioned by this DCA or any of its activities or from any act or omission of any employee or invitee of the parties of this DCA. The provisions in this paragraph are solely for the benefit of the parties to this DCA and are not intended to create or grant any rights, contractually or otherwise to any third party.

L. Limitation of Liability. FOR BREACH OF ANY PROVISION HEREIN, THE LIABILITY OF THE DEFAULTING PARTY SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY AND ALL OTHER DAMAGES AND REMEDIES ARE WAIVED. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES IN TORT, CONTRACT, UNDER ANY INDEMNITY PROVISION OR OTHERWISE.

M. This DCA shall not be assigned to any third person or entity without the express written and signed consent of the non-assigning party.

N. This DCA contains the entire understanding and agreement between the parties and neither is relying on any promises or representations not contained herein. This DCA may be revised or modified in any fashion only by signed written agreement between the parties.

O. This DCA is executed at Killeen, Texas, on the date of the last signature herein. This Agreement supersedes all prior DCA(s), verbal, and/or written agreements made between the parties as to the subject matter herein and shall commence upon the date of execution, and continue until such time as the Agreement is terminated.



Deputy Chancellor, Academic & Student Success
Central Texas College

6/14/2023

Date



Superintendent
Copperas Cove Independent School District

7/11/23

Date

Attachment 1 – Courses and Costs

EMT Courses

Courses taken under the Public Safety High School Endorsement

CTC Course # & Title	CCISD Course Name and #	College Credit	High School Credit	Semester Offered
EMSP 1401 Emergency Medical Technician Basic	8124 Extended Practicum in Law, Public Safety,	4	3	Spring
EMSP 1160 Clinical- Emergency Medical Technology/Technician	Corrections, and Security 8125 EMTB Clinical	1	1	Spring
TOTAL CREDITS		5	4	

Upon successful completion of EMSP 1401 and EMSP 1160, students are eligible to sit for the National Registry Emergency Medical Technician (EMT) exam.

EMT Cost Chart

Item Description	Unit Cost	Quantity	Totals
Uniforms 1 shirt (\$35)= \$35 Uniform sold at CTC Bookstore	\$35.00	Per student	\$35.00
Textbook bundle	\$307.27	Per student	\$307.25
Stethoscope	\$61.25	Per student	\$61.25
TOTAL			\$403.50
Standard tuition	\$105.00	Per SCH	\$525.00
Differential tuition	\$65.00	Per SCH	\$325.00
Grand Total			\$1,253.50