



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

**Michigan Department of Education
Statewide Postsecondary Credit Agreement Instructions**

The following information is required to complete the Statewide Postsecondary Credit Agreement process.

- a. **Template** - The Michigan Department of Education (MDE) [Postsecondary Credit Agreement Template](#) **must** be utilized, or the agreement will not be accepted.
- b. **CIP Codes** - The agreement must include CIP Codes and CIP Code Names in the exact same format as presented on the MDE [Career Cluster and CIP Code List](#).
- c. **Competencies** - The agreement should be written as competencies for programs that have gone through the segment to competency process. See the Career Pathway Grant (CPG) Classification of Instructional Programs (CIP) Status on the [Postsecondary Credit Agreement website](#) for details on program status. To review instructional resource information when designing Postsecondary Credit Agreement(s), follow these steps:
 - [Click on the CTE Instructional Resources by Career Cluster](#)
 - Click Desired CTE Program
 - Choose the link that includes CIP Overview and Instructional Design
 - Choose Perkins Program Overview
- d. **Format** - The agreement must be submitted as an individual Word document by each CIP Code.
- e. **Review** - Send the document to Dr. Stacey Stover at StoverS@Michigan.gov for completion of the review process.
- f. **Signature** - Please do not send the document for signatures until MDE has notified the college to do so. When the document is ready for the college signature(s):
 - i. Do not sign and scan. Scanned documents will not be accepted.
 - ii. If possible, type the name on the signature line in a different font and return it as a Word document.
 - iii. If available, please place the electronic signature(s) as a .jpg file on the Word document and return it as a Word document.
 - iv. If the college policy is to use DocuSign and create a PDF or Adobe Sign, please do not use password protect.

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- g. **Posting** – Upon notification that the final document is complete and signed, please send the following to Dr. Stacey Stover at StoverS@Michigan.gov.
 - i. An electronic version of the college logo. It needs to be 800 x 450 pixels and a 16:9 ratio. Contact your communications/marketing department if needed.
 - ii. A link to the application for admission.
 - iii. A link to the student process for credit to include on the MDE website.
- h. **Questions** – Please contact Dr. Stacey Stover at StoverS@Michigan.gov or 517-281-4287.