



Advanced Technical Center Charter LEA Guidance & FAQ

This guidance document is intended to help school counselors and administrators advise students regarding enrollment in OSSE’s Advanced Technical Center (ATC). Please contact ATC Administrator Andrea Zimmermann with any questions at Andrea.Zimmermann@dc.gov.

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My students want to enroll in courses at the ATC. What should I do first?

Welcome! We are excited to have your students participate in OSSE's Advanced Technical Center. The three steps below are the more important to begin offering this opportunity to students.

1. Email Andrea Zimmermann, ATC Administrator, at Andrea.Zimmermann@dc.gov to confirm interest and identify your campus' point of contact. This should be the person who would receive the day-to-day updates for students and center operations. It is ok to have more than one contact, but one person should be the primary point of contact.
2. Add the ATC courses to your campus' course requests process as soon as possible so that you can advertise this opportunity to as many students as possible. Please contact us if you would like us to do an info session for your students or participate in an event to spread the word.
3. School counselors or schedulers can build the ATC courses directly into the campus master schedule system. Please contact Andrea if you have questions about how this should look. The master schedule section of this document should also help to answer many questions as well.

What is the ATC and what programs are offered for School Year 22-23?

The ATC is an open enrollment center offering Career and Technical Education (CTE) to District students from high schools from across the city to prepare them for high-wage, high-skill, and/or in-demand careers.

The pathways at the ATC are:

- General Nursing
- Health Information Technology
- Cybersecurity

What is the deadline to enroll for School Year 2022-23?

The deadline to enroll students is May 20, 2022. Cohorts will begin each semester. Counselors may choose to enroll students to begin their ATC pathway in the fall or spring semester as it fits with their course schedule.



Where is the ATC located?

During school year 2022-23, the ATC will be physically located on the campus of Trinity Washington University (TWU). In subsequent school years, the ATC will be physically located in the Penn Center building (1709 3rd Street NE, Washington, DC 20002).

Which students are eligible to participate?

Any student in grades 9 to 11 attending an LEA that receives federal CTE Perkins grant funding is eligible to enroll at the ATC. There is no GPA requirement and **no application** for students to apply to the ATC. They can enroll directly through their school counselor. If an LEA does not currently receive Perkins formula grant funding, there is still time to become a recipient. State CTE Director Richard Kincaid must receive an intent to apply by April 20, 2022, to update the LEA distributions. Please email him at Richard.Kincaid@dc.gov to learn more about how the Perkins grant can support your LEA's college and career readiness goals.

How often would students take courses at the ATC?

Each pathway contains a four-course sequence, and courses are semester long and should be taken concurrently. Classes are held five days a week with two session offerings each day to provide more flexibility for students' schedules.

What is the academic calendar of the ATC?

The ATC will largely follow the DCPS academic calendar for SY 22-23. Some calendar exceptions will be necessary due to Trinity's campus being closed. Students and campus liaisons will be provided with a full ATC academic calendar.

Two session offerings for SY 22-23:

- Monday-Friday; 8:25-9:45 a.m. (80-minute sessions)
- Monday-Friday; 2:40-4 p.m. (80-minute sessions)

Courses are semester long. Students should plan to take an ATC course every semester until the 4-course sequence has been completed. A second cohort will begin in the spring 2023 semester, which offers additional flexibility to students and schools.

How many seats are available for SY22-23?

We will open as many sections as needed based on enrollment interest. Please encourage all eligible students to apply.



How will students know which session they've enrolled in?

The campus point of contact should send a list of the enrolled students, including USI numbers, to Andrea Zimmermann, Andrea.Zimmermann@dc.gov no later than Wednesday, May 25. If you cannot make this deadline, please contact the ATC administrator to make other arrangements. It is our goal to finalize all ATC enrollments by June before the school year finishes.

Will transportation be provided to help students get to the ATC?

OSSE is willing to consider supplemental transportation as needed to facilitate students' enrollment in the ATC if public transportation is not available.

Transportation will be jointly handled with Advanced Internship Program (AIP) and the Office of Industry Engagement. Details forthcoming.

How will students with disabilities and English Language Learners be supported in these courses?

During the ATC's first year, counselors should contact Hope Witherspoon, TWU Director of Dual Enrollment and Early College Programs, to share any accommodation needs for enrolled students with the course instructors. She can be reached at WitherspoonH@trinitydc.edu.

Do you have any student-friendly course and pathway descriptions?

General Nursing

If health care were a basketball team, general nurses would be the small forwards. Small forwards are the most versatile players and, like general nurses, are often skilled in many areas. General nurses provide direct patient care, administer doctor-prescribed medications, collect fluid samples, in addition to assisting physicians with exams, manage electronic medical records, and work to educate patients about medications, treatments, and healthy lifestyles. The General Nursing program of study prepares you for this high-wage, in-demand career and so much more!

Healthcare Information Technology

Technology is everywhere you look in a healthcare facility, from electronically checking in patients and updating their medical records to sending them the blood draw results in their online chart. If you are interested in keeping all those systems running in this in-demand, behind-the-scenes field, then the Health Information Technology program of study is for you.

Cybersecurity

The Cybersecurity program of study prepares students for entry-level technical and professional careers to protect and defend information and systems. If you want to



learn how to monitor and create information systems that are used around the world, in addition to finding weaknesses in databases, networks, hardware, firewalls, and encryption, this program is for you. Cybersecurity professionals can work for local, state, the federal government, or major private sector companies such as Amazon, Instagram, or Google.

What are the ATC courses and corresponding course codes?

The ATC will use the OSSE uniform course codes. Please refer to and use the list below in your LEA's student information system.

Pathway	OSSE Course Code	COURSES	Offered SY22-23
General Nursing	5080501	Principles of Health Science	x
General Nursing	5080502	Medical Terminology	x
General Nursing	5080503	Anatomy and Physiology	
General Nursing	5080504	Medical Microbiology	
Health IT	5080601	Principles of Health Science	x
Health IT	5080602	Medical Terminology	x
Health IT	5080603	Anatomy and Physiology	
Health IT	5080604	Medical Coding and Billing	
Cybersecurity	5110601	Fundamentals of Cybersecurity	x
Cybersecurity	5110602	Internetworking Technologies	x
Cybersecurity	5110603	Digital Forensics	
Cybersecurity	5110604	Cybersecurity Capstone	

Are ATC courses weighted? What type of credit are they?

This is an LEA decision. In DCPS, the ATC courses are considered dual credit and weighted a 5.0 on the 4.0 scale, which aligns to other dual credit offerings. Generally, each ATC course qualifies as 1.0 high school elective or CTE credit. Campuses can decide whether to grant additional course equivalencies, which may also help open up a student's schedule for opportunities such as the ATC. The ATC administrator is willing to provide syllabi to campuses to aid in those decisions.

I have questions about postsecondary credit transfer and dual credit.

The answers below were provided to DCPS central office staff regarding postsecondary credit transfer and dual credit.



Will students have the choice to opt-in or out of dual credit? It's my understanding that the other dual enrollment programs give students the opportunity to opt-in to dual credit at the start of a course. Also, last summer, DCPS opted for a "do no harm" approach and allowed students to opt-out at the end of the IT Dual Enrollment Program. Most students opted not to add the credit to their HS transcript and accepted it as college credit only.

Students will not have the choice to opt-in or out of dual credit; However, we do acknowledge that ATC courses might be considered more rigorous or challenging than the general curriculum, so we are encouraging LEAs to use a weighted GPA scale for classes completed at the ATC. We understand that some students will be new to the college experience and worried that a lower grade might affect their GPA, so we are hoping that this option will ease their uncertainty.

Could a student opt to take the course for college credit and opt not to earn the high school credit?

No, students can opt-out of receiving the transcribed college credit earned at the ATC but cannot opt-out of receiving high school credit for completed coursework.

How will the credits transfer at Trinity Washington University? Will students earn elective credit for the course, or will it be specific to a major/program of study? To my knowledge, Trinity does not have an IT or Cybersecurity program of study. Students in the IT Summer Dual Enrollment program earned a math credit last summer.

For the cybersecurity pathway, each course will be a college elective credit for the student at TWU (although other institutions might treat the credit differently). The Business major program at TWU currently includes data analytics courses; TWU will be building out cybersecurity courses, which will be added to the business major elective list. TWU is currently exploring an Information Technology program major, so once that is launched, the cybersecurity sequence will become part of that major program. The ATC health science sequence of courses are aligned with TWU's pre-nursing courses, so the ATC students can transfer those credits to the Nursing program at TWU. Students will need to earn at least a B or higher in the health science courses in order to be considered for admission into the Nursing program.

Have you all considered creating articulation agreements with area universities to ensure credit portability?

Yes. We are working through a plan of action to make that happen.

How will male students apply their dual credit if they can't attend the undergraduate program at Trinity?

TWU has undergraduate programs for males. They are admitted through the School of Professional Studies. Here is a link to more information on the degree programs in that unit - <https://discover.trinitydc.edu/sps/>. Additionally, the postsecondary credit earned



at the ATC is transcribed and portable, so both male and female students can take the credit to other area universities and colleges, once articulations are in place.

Will students receive a Trinity transcript at the end of the course?

Yes, TWU will provide LEAs, and OSSE, with an official record of enrolled courses, grades, and credits earned for each student. LEAs will transfer grades and credits earned to the student's high school transcript.

Will Trinity remain the IHE partner for the programs established during the first year?

OSSE hopes to continue its partnership with TWU, but we intend to solicit additional ATC partnerships following year one via a competitive process.

If not, how can students maximize the number of credits earned at a single institution rather than a few at multiple institutions?

This is a great conversation that needs to be had. As we solicit additional IHE partnerships after year 1, we will begin to identify solutions and maintain this issue as a priority.