



**Procedure for Requesting SUNY Orange Credit Waiver
Based on Orange Ulster BOCES CTEC Education Articulation**

Step One: Gather all of the following documents outlined in the articulation agreement:

- ✓ Transcript from OU BOCES, which shows an 85% or better GPA
- ✓ Letter of recommendation from CTEC Education Teacher
- ✓ Certificate for Infant and Child First Aid and CPR TRAINING
- ✓ Documentation of your direct contact hours obtained during your CTEC program.

Step Two: Meet with the SUNY Orange Education Department Chair

- ✓ Be sure to have all of the above documentation with you during this meeting.

Step Three: Dept. Chair will submit letters stating you've met the requirements for the waivers to:

- ✓ Records and Registration
- ✓ Education Field Supervisor
- ✓ Student requesting the waiver.

Step Four: Student should keep the copy of her letter and all of the accompanying documentation should questions ever arise.