

Northcentral Technical College and SkillSoft College Credit Articulation Agreement

About Northcentral Technical College

For over ninety years, Northcentral Technical College has provided relevant occupational training to people from all over north central Wisconsin. Now, with the expansion of our online courses, we provide training around the globe. Our main campus is located in Wausau, Wisconsin, and is supported by 5 regional campuses. The college has some 2,450 full-time equivalent students, and nearly 18,000 people take at least one class annually.

Through this agreement between Northcentral Technical College and SkillSoft, students who successfully complete select SkillSoft course combinations are eligible to receive prior learning assessment associate degree college credit. Northcentral Technical College offers the following online technical certificates to which SkillSoft courses can be applied directly: Business Management, Office XP, Office 2000 or Office 97. By using credits earned through prior learning from SkillSoft training, students can also reduce the number of elective credits needed to earn an associate degree at Northcentral Technical College.

More than 800 SkillSoft courses are eligible for Northcentral Technical College academic associate degree credit.

General information:

Northcentral Technical College (NTC) will accept prior learning assessment transfer credit from students who are working toward specific online NTC certificates or an associate degree and who complete pre-determined SkillSoft course combinations that match the combinations approved for NTC college credit.

Important Articulation Notes:

1. Student must be seeking a Northcentral Technical College online certificate in Business Management, or Office XP, 2000 or 97; or an associate degree to be awarded credit.
2. 25% of total certificate credits must be taken through Northcentral Technical College.
3. SkillSoft courses must be combined exactly as listed on the NTC/SkillSoft Course Equivalency List. Only full credits will be awarded.
4. Northcentral Technical College does not guarantee that credits awarded through the Prior Learning Assessment process will transfer to other schools, colleges or universities.
5. No credit will be awarded for courses that duplicate a student's coursework at the college or on another transcript.
6. Minimal score on SkillSoft mastery exams must be graded 70% or above in order to be accepted.
7. Fees for acceptance into the certification and degree programs are subject to change at the discretion of Northcentral Technical College without prior notification and are not governed by this articulation agreement.
8. Upon completion of your certificate there will be a \$35.00 graduation fee.
9. Northcentral Technical College reserves the right to annually review this articulation agreement and make policy changes which could affect the content of this agreement.
10. All student information is kept confidential.

How to receive Northcentral Technical College Prior Learning Assessment associate degree credit for your SkillSoft courses:

1: Include a copy of your detailed SkillSoft training report showing the following information as evidence and verification of successful SkillSoft course completion:

Name/Student ID
Course name/Series Name
Dates of completion
Mastery Scores

2: Complete the following NTC forms:

- A) "Verification of Eligibility for SkillSoft Prior Learning Assessment for Credit" (Human Resources or Training Director Signature required)
- B) Application for Admission to NTC

To obtain these NTC forms, contact the NTC College Admissions Office at 1-715-675-331 or toll-free 1-888-NTC-7144, Ext. 4006 or 4007.

3: Check the NTC/SkillSoft Course Equivalency List to see if your SkillSoft course(s) will apply toward NTC credits. Write this information down on the "Verification of Eligibility for SkillSoft Prior Learning Assessment for Credit" form. Important! Your employer's Human Resources or Training Director signature is required. Please send the Verification of Eligibility paperwork to my attention, Jane Bauer.

For more information about earning a Northcentral Technical College certificate or degree, please contact Neal Gould, NTC Counselor, 1-715-675-3331 or 1-888-NTC-7144 ext. 4004.

Send all forms, along with a onetime \$30.00 nonrefundable application fee, payable to:

Northcentral Technical College
Admissions Office
RE: SkillSoft Prior Learning Assessment
1000 W. Campus Drive
Wausau, WI 54401

Keep a copy of all forms for your own records.