AMENDMENT NO. 1
TO PROFICIENCY CREDIT AGREEMENT
BETWEEN ANNE ARUNDEL COMMUNITY COLLEGE AND BOARD OF EDUCATION FOR ANNE ARUNDEL COUNTY (D/B/A ANNE ARUNDEL COUNTY PUBLIC SCHOOLS)

This Amendment No. 1 ("Amendment") to the Proficiency Credit Agreement ("Agreement") is made as of the date last signed below ("Effective Date"), by and between Anne Arundel Community College ("College" or "AACC") and the Board of Education of Anne Arundel County (d/b/a Anne Arundel County Public Schools) ("AACPS") (individually, a "Party" and collectively, the "Parties").

RECITALS

WHEREAS, AACC and AACPS are parties to the Agreement dated August 20, 2024 ("Agreement"), wherein AACC seeks to award proficiency credit(s), as defined in the Agreement, to AACPS students who are enrolled in specific Proficiency Course(s) at AACPS identified in the Addenda to the Agreement; and

WHEREAS, the Parties wish to amend the terms of the Agreement as set forth herein.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and of the following promises and conditions set forth, the sufficiency of which are acknowledged, the Parties agree as follows:

I.   Amendments: The following provisions are added to the Agreement:

IV. PROFICIENCY CREDITS D. 3. The Instructional Pathways and Partnerships (IPPS) office will provide the letter grades for each proficiency assessment completed only to AACPS College and Career Readiness Office. Grades for AACC proficiency assessments should not be factored into the AACPS grades.

The attached Addenda are superseded and replaced in their entirety by the provisions set forth in this Amendment.

II.   Counterparts; Electronic Signatures. This Amendment may be executed in one or more counterparts. Each counterpart will be an original, but all such counterparts will constitute a single instrument. This Amendment may be electronically or digitally signed or scanned, and any electronic or digital signatures appearing on this Amendment are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility, upon exchange of signature pages.

III.   Except as specifically amended herein, all other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed by their duly authorized representatives.

ANNE ARUNDEL COMMUNITY COLLEGE

ANNE ARUNDEL COUNTY PUBLIC SHCOOLS

BY: Tanya Millner (Oct 19, 2025 22:08:23 EDT) _____

Tanya Millner, Ed.D.

Provost/Vice President for Learning

BY: Mark T. Bedell (Oct 17, 2025 16:01:20 EDT) _____

Mark Bedell, Ed.D.

Superintendent, Anne Arundel
County Public Schools

Date: _____

Date: _____

ADDENDUM 2

Baking and Pastry ACF Program***

AACPS Proficiency Course(s)	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
ProStart Curriculum	HRM 111 - Introduction to Hospitality Industry	3	AACC (Written) Exam	- If 90-100%, the grade assigned will be an "A" - If 80-89%, the grade assigned will be a "B" - If 70-79%, the grade assigned will be a "C" - If less than 70%, no grade will be assigned, and no credit will be awarded	June 1st
Baking and Pastry ACF Level 1 & 2	HRM 119 - Certification in Sanitation	1	ServSafe Food Managers Certification exam – documentation of passing the exam must be submitted to AACC	- An "A" will be assigned for a passing score. - No grade will be assigned, and no credit will be awarded for results that are not a passing score.	June 1st
Baking and Pastry ACF Level 1 & 2	HRM 124 -Introduction to Baking and Pastry	3	AACC (Written and Practical) exam **Additional requirements:** - Must contact HCAT at 410-777-2063 (Chef David Ludwig) for available assessment dates and to schedule assessment; - Assessment must be completed at an AACC campus location or location approved by HCAT faculty; and - AACPS will be billed a $20 fee by HCAT to cover the cost of assessment materials.**	- If 90-100% combined score, the grade assigned will be an "A" - If 80-89% combined score, the grade assigned will be a "B" - If 70-79% combined score, the grade assigned will be a "C" - If less than 70% combined score, no grade will be assigned, and no credit will be awarded	August 31st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

** AACC will bill AACPS $20 per assessment per student for each assessment taken at an AACC location. For assessments taken at an AACPS location, AACC will bill AACPS for consumables purchased by AACC required for the assessment.

*** Students completing specified courses as part of the CAT-N and/or CAT-S program and the Evening High program at CAT-N as specified above only may be eligible for proficiency credit.

ADDENDUM 3

Honors Entrepreneurship**

AACPS Proficiency Course(s)	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Honors Entrepreneurship as part of signature aligned pathway of AACC courses	ESI 103 - Introduction to Entrepreneurship	3	AACC Exam	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be a "B" ▪ If 70-79%, the grade assigned will be a "C" ▪ If less than 70%, no grade will be assigned, and no credit will be awarded	June 1st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

**Only the following students will be eligible to take the AACC proficiency assessment. These are students completing AACPS's Honors Entrepreneurship as part of their school's signature aligned pathway sequence of AACC courses and are currently enrolled in/have completed:*

- *AACC's BPA 111 as part of the signature-aligned AACC pathway at Severna Park*
- *AACC's BPA 111 as part of the signature-aligned AACC pathway at Arundel High*
- *AACC's ESI 104 as part of the signature-aligned AACC pathway at Annapolis High*
- *AACC's BPA 111 as part of the signature-aligned AACC pathway at Old Mill High (beginning school year 26/27)*

ADDENDUM 5

Culinary ACF Program***

AACPS Proficiency Course(s)	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
ProStart Curriculum	HRM 111 - Introduction to Hospitality Industry	3	AACC (Written) exam	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be a "B" ▪ If 70-79%, the grade assigned will be a "C" ▪ If less than 70%, no grade will be assigned, and no credit will be awarded	June 1st
Culinary ACF Level 1 & 2	HRM 119 - Certification in Sanitation	1	ServSafe Food Managers Certification exam – documentation of passing the exam must be submitted to AACC	▪ An "A" will be assigned for a passing score. ▪ No grade will be assigned, and no credit will be awarded for results that are not a passing score.	June 1st
Culinary ACF Level 1 & 2	HRM 121 -Introduction to Cooking	3	AACC (Written and Practical) exam** Additional requirements: ▪ Must contact HCAT at 410-777-2063 (Chef David Ludwig) for available assessment dates and to schedule assessment; ▪ Assessment must be completed at an AACC campus location or location approved by HCAT faculty; and ▪ AACPS will be billed a $20 fee by HCAT to cover the cost of assessment materials.**	▪ If 90-100% combined score, the grade assigned will be an "A" ▪ If 80-89% combined score, the grade assigned will be a "B" ▪ If 70-79% combined score, the grade assigned will be a "C" ▪ If less than 70% combined score, no grade will be assigned, and no credit will be awarded	August 31st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

**AACC will bill AACPS $20 per assessment per student for each assessment taken at an AACC location. For assessments taken at an AACPS location, AACC will bill AACPS for consumables purchased by AACC required for the assessment.

*** Students completing specified courses as part of the CAT-N and/or CAT-S program specified above only may be eligible for proficiency credit.

ADDENDUM 8

CASE – Natural Resources**

AACPS Proficiency Course(s)	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Level I: S1 Intro to AFNR (Agriculture, Food, and Natural Resources) Level I: S2 Honors Natural Resources and Ecology Honors Level II: S1 Environmental Science Issues Level II: S2 Honors Agriculture Research and Development	BIO 107 -Environmental Science	4	AACC Exam	- If 90-100% combined score, the grade assigned will be an "A" - If 80-89% combined score, the grade assigned will be a "B" - If 70-79% combined score, the grade assigned will be a "C" - If less than 70% combined score, no grade will be assigned, and no credit will be awarded	June 1st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

*** Students completing specified courses as part of the CAT-N and/or CAT-S program specified above only may be eligible for proficiency credit.*

ADDENDUM 11

Interactive Media Production: Simulation and Gaming**

AACPS Proficiency Course(s)	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Interactive Media Production: Simulation and Gaming, Level 2	ART 155 – 2D Game Prototyping	3	AACC Portfolio Assessment	■ If 90-100%, the grade assigned will be an "A" ■ If 80-89%, the grade assigned will be a "B" ■ If 70-79%, the grade assigned will be a "C" ■ If less than 70%, no grade will be assigned, and no credit will be awarded	June 1st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the proficiency course(s).

**Students completing specified courses as part of the CAT-N and/or CAT-S program specified above only may be eligible for proficiency credit.*

ADDENDUM 12

Early Childhood Education, Preschool Child Development Associate (CDA)*

AACPS Proficiency Course(s)	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Child/Human Growth and Development Learning Environment: Preschool Child Development Associate Portfolio/ Review Child Development Associate Internship****	EDU 132: Early Childhood Development EDU 135: Child's Health/ Nutrition and Safety for Educators EDU 230: Educator Portfolio Development	3 3 1	AACC Portfolio Assessment **	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be a "B" ▪ If less than 80%, no grade will be assigned, and no credit will be awarded	August 31st***

* Only programs taught in schools by teachers who have completed the preschool CDA career and technical education course, EDU 228 Preschool Career and Technical Education (previously EDU 281) or EDU 223 – Infant and Toddler, are eligible to participate in the proficiency credit initiative. The list of eligible high schools/programs will be provided by the Director of AACC's TEACH Institute by the end of October annually.

** AACC Portfolio Assessment for Early Childhood Education/Childcare consists of submission of a portfolio which will be graded by AACC faculty according to the rubric provided by AACC to the program teachers. Portfolio must include official documentation of CDA certificate (signed and dated). No portfolio will be accepted/graded without this documentation.

***Students who are unable to complete the proficiency assessment by August 31 of their graduation year are not eligible for proficiency credit, but they may contact the TEACH Institute at 410-777-2915 and request a portfolio review through the credit by exam process.

**** Preschool Childcare Internship must be completed in a licensed center.

ADDENDUM 14

Teacher Academy of Maryland (TAM)**

AACPS Proficiency Course(s)	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Teacher Academy of Maryland • Course 1 • Course 2 • Course 3 and Internship in accordance with TAM (min 15 hrs in classroom as teacher intern)	EDU 133 – Growth and Development	3	AACC Portfolio Asessment***	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be an "B" ▪ If less than 80%, no grade will be assigned, and no credit will be awarded	June 1st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the date listed here for the academic year in which the student completed the proficiency course(s).

**Only programs taught in schools by teachers who have completed the Teacher Academy of Maryland (TAM) training through Towson, the Maryland Affiliate for TAM, are eligible to participate in the proficiency credit initiative. Students completing specified courses as part of the CAT-N and/or CAT-S program specified above only may be eligible for proficiency credit.*

****AACC will charge AACPS $26 per assessment.*

25-26 final Proficiency Agreement 10.2025

Final Audit Report

2025-10-20

Created:	2025-10-13
By:	Melanie Coleman (emcoleman1@aacc.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAt2zy5DeCtVPrysVyFB8UCmZ4IYf4v4Xg

"25-26 final Proficiency Agreement 10.2025" History

📄 Document created by Melanie Coleman (emcoleman1@aacc.edu)
2025-10-13 - 4:45:01 PM GMT

✉ Document emailed to mbedell@aacps.org for signature
2025-10-13 - 4:45:27 PM GMT

📄 Email viewed by mbedell@aacps.org
2025-10-13 - 5:09:46 PM GMT

🖊 Signer mbedell@aacps.org entered name at signing as Mark T. Bedell
2025-10-17 - 8:01:18 PM GMT

🖊 Document e-signed by Mark T. Bedell (mbedell@aacps.org)
Signature Date: 2025-10-17 - 8:01:20 PM GMT - Time Source: server

✉ Document emailed to tcmillner@aacc.edu for signature
2025-10-17 - 8:01:22 PM GMT

📄 Email viewed by tcmillner@aacc.edu
2025-10-20 - 2:07:30 AM GMT

🖊 Signer tcmillner@aacc.edu entered name at signing as Tanya Millner
2025-10-20 - 2:08:21 AM GMT

🖊 Document e-signed by Tanya Millner (tcmillner@aacc.edu)
Signature Date: 2025-10-20 - 2:08:23 AM GMT - Time Source: server

✅ Agreement completed.
2025-10-20 - 2:08:23 AM GMT

PROFICIENCY CREDIT AGREEMENT
BETWEEN ANNE ARUNDEL COMMUNITY COLLEGE
AND BOARD OF EDUCATION FOR ANNE ARUNDEL COUNTY

This Proficiency Credit Agreement ("Agreement") is entered into on the date last signed below on the last page of this document, following the signatures of designated officials from both Parties by and between Anne Arundel Community College, hereinafter referred to as AACC, a two-year college in Anne Arundel County, Maryland, and Board of Education for Anne Arundel County also known as Anne Arundel County Public Schools, hereinafter referred to as AACPS, a public school system in Maryland (collectively, the "Parties").

RECITALS

WHEREAS, AACC seeks to award proficiency credit(s), as defined below, to AACPS students who are enrolled in specific Proficiency Course(s) at AACPS identified in the Addenda to this agreement;

WHEREAS, the Parties have previously entered into agreements with regard to proficiency credits.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and of the following promises, covenants, and conditions set forth, the Parties agree as follows:

TERMS

I.   DEFINITIONS

    A.   "Pathway Office" is the AACC Office of Instructional Pathways and Partnerships, Secondary.

    B.   "Proficiency Assessment" means an examination or other assessment administered or determined by AACC to assess whether a Student has met proficiency with the content standards of the AACC course(s) and is used to assign a grade for eligible students seeking an award of Proficiency Credit(s) through AACC.

    C.   "Proficiency Credit(s)" means transfer credit provided to a Student for successful completion of high school curricula (AACPS course or courses) that has been identified as being in alignment with one or more AACC courses with an assigned grade that is based on the Student's performance on a Proficiency Assessment created or determined by AACC faculty.

    D.   "Proficiency Course(s)" means an AACPS course(s) that has been identified by AACC as being in alignment with one or more AACC courses as set forth in an Addendum attached hereto and is in effect at the time the Student is enrolled in the AACPS course(s) and the applicable Proficiency Assessment.

E.   "Student" means an AACPS student who has enrolled in a course(s) at AACPS that is subject to this Agreement and seeks the award of Proficiency Credit(s) through AACC.

II.   ELIGIBILITY TO TAKE A PROFICIENCY ASSESSMENT

A.   To be eligible to take a Proficiency Assessment, the Student must:

    1.   Be enrolled in a Proficiency Course(s) during the academic year in which the Student is seeking to take a Proficiency Assessment;

    2.   Complete an online *AACC Application for Admission*, unless the Student is already a current AACC student, at http://www.aacc.edu/about/administrative-offices/admissions/ no later than **October 1** or the date approved by the designated AACC point of contact (Academic Chair, Assistant Dean, Director, faculty member) for the course for which the Student is seeking Proficiency Credit; and

    3.   Complete and sign the *Request for Proficiency Credit* form, available on the AACC Early College Access Program (ECAP) website at http://www.aacc.edu/earn-college-credits-while-in-high-school/proficiency-credit/ and return the completed form to the AACPS program teacher no later than **October 25** or the date approved by the designated AACC point of contact (Academic Chair, Assistant Dean, Director, faculty member) for the Proficiency Course(s)for which the Student is seeking Proficiency Credit.

B.   In addition, the Proficiency Course teacher(s) must verify substantial completion of the Teacher Recommendation sections on the *Request for Proficiency Credit* form for the Student and return the completed form to the Pathway Office (address found at bottom of the form) no later than **October 31** or the date approved by the Pathway Office.

    1.   By signing the form, the teacher is verifying to AACC the Student has successfully completed the Proficiency Course(s) or is expected to pass the Proficiency Course(s) before the award of Proficiency Credit.

    2.   If a Proficiency Course teacher(s) has verified a Student who ultimately does not pass the Proficiency Course, AACPS must notify AACC.

III.   PROFICIENCY ASSESSMENTS

A.   Proficiency Assessments are determined and evaluated by AACC faculty in accordance with AACC department standards and college expectations. Certain

Proficiency Courses may include additional requirements, which are set forth in the applicable Addendum. Certain Proficiency Courses are only available at certain AACPS schools, as set forth in the applicable Addendum.

B.   The Proficiency Course teacher(s) will coordinate with the designated AACC point of contact (Academic Chair, Assistant Dean, Director, faculty member) for the applicable AACC course(s) regarding the scheduling of Proficiency Assessments.

C.   Once scheduled, the Proficiency Course teacher(s) will inform Students who are eligible to take the Proficiency Assessment of the scheduled date, time, and location for the Proficiency Assessment.

D.   A Student with a documented disability requiring testing accommodations for a Proficiency Assessment must contact AACC's Disability Support Services (DSS) at (410) 777–2306 to schedule an appointment. The meeting with a DSS college representative must take place at least two (2) weeks prior to the scheduled Proficiency Assessment.

E.   AACC departmental faculty or designee will administer Proficiency Assessments with the exception of industry certification exams that are designated by AACC to serve as a Proficiency Assessment or portion of a Proficiency Assessment as set forth in the applicable Addendum. Please note that industry certifications may only be designated by AACC to serve as Proficiency Assessments if the industry certification exam is evaluated by a nationally recognized credit evaluation service, such as ACE, or otherwise approved by the Maryland Higher Education Commission.

F.   A Student will adhere to requirements for the Addendum for the Proficiency Course(s) in effect during the academic year in which the Proficiency Assessment is attempted by the Student.

G.   A Proficiency Assessment may only be taken once per Proficiency Course(s) and related college assessment fees will be waived for the Student unless otherwise stated in the applicable Addendum.

H.   Upon successful completion of a Proficiency Assessment, the Student must submit the documentation set forth in the applicable Addendum to the Pathway Office to be considered to receive Proficiency Credit(s) for the AACC course(s) identified in the applicable Addendum. The documentation must be submitted by the date set forth in the applicable Addendum unless another date is approved by the designated AACC point of contact (Academic Chair, Assistant Dean, Director, faculty member) for the Proficiency Course(s) for which the Student is seeking Proficiency Credit and approved by the Pathway Office.

IV.   PROFICIENCY CREDITS

A.   A maximum of fifteen (15) academic credits may be earned through Proficiency Assessments, which includes but is not limited to, Proficiency Credit, credit by departmental examination, and credit through portfolio review. AACC's policies and procedures regarding transfer credit also apply.

B.   Upon receipt of the required documents from the Student and the Proficiency Course(s) teacher, the designated AACC Point of Contact (Academic Chair, Assistant Dean, Director, faculty member) must recommend the award of Proficiency Credit ("Recommendation").

C.   Upon receipt of the Recommendation, the Pathway Office will process the Student's recommendation(s) for the award of Proficiency Credit(s).

D.   Within thirty (30) days of receipt of all required documents, AACC will notify the Student whether the Student will be awarded Proficiency Credit(s) and if so, the grade that will be assigned to the Proficiency Credit(s) will be on the AACC transcript.

1.   A grade will be assigned to Proficiency Credit(s) based on the Proficiency Assessment in accordance with the applicable Addendum. Grade(s) earned on Proficiency Assessment(s) will be recorded on the Student's academic transcript at AACC as Proficiency Credit.

2.   If a Student does not obtain a passing grade based on the Proficiency Assessment in accordance with the applicable Addendum, a grade will not be assigned and the Student will not receive Proficiency Credit(s).

E.   Transferability of Proficiency Credit(s) to other institutions varies. A Student must contact the institution to which the Student seeks to transfer the Proficiency Credit(s) to determine whether such credit will transfer to that institution.

F.   A Student may submit a request for an official transcript and pay any associated fees.

V.   MARKETING AND TRADEMARKS

A.   AACPS is responsible for making all eligible students who are enrolled in Proficiency Course(s) aware of the opportunity to seek Proficiency Credits.

B.   The Parties will collaborate on marketing and outreach strategies designed to familiarize parents, students, and staff with the benefits of Proficiency Credits, which may include mailings, emails, webpages, posters, brochures, presentations, or social media postings.

C.   AACPS will inform school counselors of the opportunity for Proficiency

Credits on an annual basis. School counselors will provide information regarding Proficiency Credits to all students that may be eligible for Proficiency Credits and the student's parent(s) or legal guardian(s).

D.   AACC will train advisors on the process and eligibility requirements for Proficiency Credits.

E.   Each Party grants to the other a royalty-free, non-exclusive, non-transferable revocable license to use its name, logos, and other trademarks for the limited purpose of this Agreement, including marketing and advertising campaigns, only with the prior express written permission of the other Party.

F.   Except as specified in this Agreement, neither Party shall use i) the name, logos, or trademarks of the other, ii) the name or likeness of any employee, officer, or student of the other in connection with any product, service, promotion, news, release or other publicity without the prior written permission of the other Party and, if necessary, of the individual whose name or likeness may be under consideration. All uses of AACC's trademarks shall comply with AACC's guidelines for the use of its trademarks, attached hereto as Exhibit 1.

VI.   GENERAL PROVISIONS

A.   Term.

1.   This Agreement shall be effective upon the signature of all Parties and shall continue in effect for one (1) year.

2.   This Agreement shall automatically renew for one (1) year terms unless terminated by one of the Parties prior to the expiration of the first or successive terms.

3.   At a minimum, this Agreement will be reviewed by the Parties annually to determine whether to add or remove any of the Addendums and/or make any changes to the Agreement or the Addendums.

B.   Termination. Either Party may terminate this Agreement by providing ninety (90) days' written notice to the other Party. Students enrolled in a Proficiency Course(s) at the time of termination shall be permitted to complete the Proficiency Assessment and seek Proficiency Credit(s) under the terms and conditions set forth in this Agreement.

C.   Amendments. Any modification or amendment to the terms of this Agreement must be in writing, have a specified effective date, and be signed by both Parties.

D.   Prior Agreements. This Agreement, when fully executed, shall supersede any and all prior contemporaneous agreements, either oral or in writing, with respect to the subject matter thereof.

E.   Insurance.

1.   AACPS agrees and represents that it is self-insured to the established limits per occurrence as provided in Md. Code, Educ., § 4-105 for the protection of its agents, employees when acting within the scope of their official duties, and the Board of Education of Anne Arundel County pursuant to Md. Code, Cts. & Jud. Proc., § 5-518.

2.   AACC will provide AACPS, upon request, with a Certificate of Insurance demonstrating general and professional liability coverage for the period the Agreement is in effect.

F.   Points of Contact. Each Party designates the following point of contact to be primarily responsible for the planning, execution, and exchange of information under this Agreement:

1.   AACC Point of Contact
Director Instructional Pathways and Partnerships, Secondary
Sara Eger
101 College Parkway
Arnold, MD 21012
Phone: 410-777-2891
Email: sbeger@aacc.edu

2.   AACPS Point of Contact
Kevin J. Hamlin, Ph.D.
Assistant Superintendent
Office of College and Career Readiness
Anne Arundel County Public Schools
2644 Riva Road
Annapolis, MD 21401
Email: khamlin@aacps.org

G.   Notices.

1.   Any notice or communication permitted or required between the Parties under this Agreement shall be in writing and given by hand delivery, delivery by United States mail, email, or delivery by commercial overnight carrier.

2. Notice shall be effective upon receipt to the person to whom it was addressed or three (3) days after notice was sent, whichever is earlier.

3. Notices shall be provided to the following individuals:

a. If to AACC: Tanya Millner, Ed.D.
Provost/Vice President for Learning
Anne Arundel Community College
101 College Parkway
Arnold, MD 21012

With copy to:
Dr. Tiffany Boykin
General Counsel
Anne Arundel Community College
101 College Parkway
Arnold, MD 21012
Email: generalcounsel@aacc.edu

b. If to AACPS: Kevin J. Hamlin, Ph.D.
Assistant Superintendent
Office of College and Career Readiness
Anne Arundel County Public Schools
2644 Riva Road
Annapolis, MD 21401

4. Either Party may change the notice address set forth in this Agreement by providing notice to the other Party.

H. Choice of Law. This Agreement, and all claims arising out of or relating to this Agreement, whether sounding in contract, tort, or otherwise shall be governed in all respects by the laws of Maryland, without reference to its conflicts of law.

I. Jurisdiction. This Agreement shall be enforced only in a court of competent jurisdiction within the State of Maryland.

J. Counterparts. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, will be deemed an original, and all of which will constitute one and the same agreement. This Agreement may be executed by way of electronic signature and signature pages may be exchanged electronically, and such

signatures will be deemed original signatures.

K.   Force Majeure. In no event shall AACC be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes; work stoppages; accidents; acts of war or terrorism; civil or military disturbances; riots; hostile foreign action; government action; nuclear incidents or explosions; acts of God; natural disasters, such as hurricanes, tornados, earthquakes, typhoons, floods, fires or other catastrophic natural event; epidemics or pandemics; and interruptions, loss or malfunctions of utilities, communications, transportation or computer (software and hardware) services.

In witness whereof, the Parties, by their authorized representatives, sign below:

ANNE ARUNDEL COMMUNITY COLLEGE   **ANNE ARUNDEL COUNTY PUBLIC SCHOOLS**

BY: _____
Tanya Millner (Aug 20, 2024 12:14 EDT)
Tanya Millner, Ed.D.
Provost/Vice President for Learning

BY: _____
Kevin J. Hamlin
Kevin J. Hamlin, Ph.D.
Assistant Superintendent, Office of College and Career Readiness

Date: _____

Date: _____

ADDENDUM 1
Academy of Health Professions Program

AACPS Proficiency Course(s) **	AACC Course(s) Eligible for Proficiency Credit	# of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Academy of Health Professions Level 1	MDA 113 - Medical Terminology	3	AACC Exam	■ If 90-100%, the grade assigned will be an "A" ■ If 80-89%, the grade assigned will be a "B" ■ If 70-79%, the grade assigned will be a "C" ■ If less than 70%, no grade will be assigned, and no credit will be awarded	June 1st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

*** Students completing specified courses as part of the CAT-N and/or CAT-S program specified above only may be eligible for proficiency credit.*

ADDENDUM 2
Baking and Pastry ACF Program

AACPS Proficiency Course(s)****	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Baking and Pastry ACF Level 1 & 2	HRM 111 - Introduction to Hospitality Industry	3	AACC (Written) Exam	• If 90-100%, the grade assigned will be an "A" • If 80-89%, the grade assigned will be a "B" • If 70-79%, the grade assigned will be a "C" • If less than 70%, no grade will be assigned, and no credit will be awarded	June 1st
Baking and Pastry ACF Level 1 & 2	HRM 119 - Certification in Sanitation	1	ServSafe Food Managers Certification exam – documentation of passing the exam must be submitted to AACC	• An "A" will be assigned for a passing score. • No grade will be assigned, and no credit will be awarded for results that are not a passing score.	June 1st
Baking and Pastry ACF Level 1 & 2	HRM 124 -Introduction to Baking and Pastry	3	AACC (Written and Practical) exam** **Additional requirements:** • Must contact HCAT at 410-777-2063 (Chef David Ludwig) for available assessment dates and to schedule assessment; • Assessment must be completed at an AACC campus location or location approved by HCAT faculty; and • AACPS will be billed a $20 fee by HCAT to cover the cost of assessment materials.***	• If 90-100% combined score, the grade assigned will be an "A" • If 80-89% combined score, the grade assigned will be a "B" • If 70-79% combined score, the grade assigned will be a "C" • If less than 70% combined score, no grade will be assigned, and no credit will be awarded	August 31st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

*** Student must earn a minimum of 61% on the written assessment to be eligible to take the practical assessment.*

**** AACC will bill AACPS $20 per assessment per student for each assessment taken at an AACC location. For assessments taken at an AACPS location, AACC will bill AACPS for consumables required for the assessment.*

**** Students completing specified courses as part of the CAT-N and/or CAT-S program and the Evening High program at CAT-N as specified above only may be eligible for proficiency credit.*

ADDENDUM 3
Honors Entrepreneurship Program**

AACPS Proficiency Course(s)	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Honors Entrepreneurship	ESI 103 - Introduction to Entrepreneurship	3	AACC Exam	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be a "B" ▪ If 70-79%, the grade assigned will be a "C" ▪ If less than 70%, no grade will be assigned, and no credit will be awarded	June 1st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

**Beginning 2025/2026, only the following students will be eligible to take the AACC proficiency assessment. These are students completing AACPS's Honors Entrepreneurship who are enrolled in:*
- *AACC's BPA 111 as part of the signature-aligned AACC pathway at Severna Park*
- *AACC's BPA 111 as part of the signature-aligned AACC pathway at Arundel High*
- *AACC's ESI 104 as part of the signature-aligned AACC pathway at Annapolis High*

ADDENDUM 4
Carpentry Program

AACPS Proficiency Course(s)**	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Carpentry 1&2	ACH 121- Construction Technology 1	3	AACC Portfolio Assessment	- If 90-100% combined score, the grade assigned will be an "A" - If 80-89% combined score, the grade assigned will be a "B" - If 70-79% combined score, the grade assigned will be a "C" - If less than 70% combined score, no grade will be assigned, and no credit will be awarded	June 1st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

*** Students completing specified courses as part of the CAT-N and/or CAT-S program specified above only may be eligible for proficiency credit.*

ADDENDUM 5
Culinary ACF Program

AACPS Proficiency Course(s)****	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Culinary ACF Level 1 & 2	HRM 111 - Introduction to Hospitality Industry	3	AACC (Written) exam	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be a "B" ▪ If 70-79%, the grade assigned will be a "C" ▪ If less than 70%, no grade will be assigned, and no credit will be awarded	June 1st
Culinary ACF Level 1 & 2	HRM 119 - Certification in Sanitation	1	ServSafe Food Managers Certification exam – documentation of passing the exam must be submitted to AACC	▪ An "A" will be assigned for a passing score. ▪ No grade will be assigned, and no credit will be awarded for results that are not a passing score.	June 1st
Culinary ACF Level 1 & 2	HRM 121 -Introduction to Cooking	3	AACC (Written and Practical) exam** Additional requirements: ▪ Must contact HCAT at 410-777-2063 (Chef David Ludwig) for available assessment dates and to schedule assessment; ▪ Assessment must be completed at an AACC campus location or location approved by HCAT faculty; and ▪ AACPS will be billed a $20 fee by HCAT to cover the cost of assessment materials.***	▪ If 90-100% combined score, the grade assigned will be an "A" ▪ If 80-89% combined score, the grade assigned will be a "B" ▪ If 70-79% combined score, the grade assigned will be a "C" ▪ If less than 70% combined score, no grade will be assigned, and no credit will be awarded	August 31st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

*** Student must earn a minimum of 61% on the written assessment to be eligible to take the practical assessment.*

****AACC will bill AACPS $20 per assessment per student for each assessment taken at an AACC location. For assessments taken at an AACPS location, AACC will bill AACPS for consumables required for the assessment.*

**** Students completing specified courses as part of the CAT-N and/or CAT-S program specified above only may be eligible for proficiency credit.*

ADDENDUM 6
IT Networking Academy (Cisco) Program

AACPS Proficiency Course(s)****	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment**	Grade Assigned	Submission Date*
Cyber Essentials **	CTS 107 - Cyber Essentials	3	AACC exam	■ If 90-100% combined score, the grade assigned will be an "A" ■ If 80-89% combined score, the grade assigned will be a "B" ■ If 70-79% combined score, the grade assigned will be a "C" ■ If less than 70% combined score, no grade will be assigned and no credit will be awarded	June 1st
Cisco, Introduction to Networks***	CTS 130 - Networking 1 **	4	AACC exam	■ If 90-100% combined score, the grade assigned will be an "A" ■ If 80-89% combined score, the grade assigned will be a "B" ■ If 70-79% combined score, the grade assigned will be a "C" ■ If less than 70% combined score, no grade will be assigned, and no credit will be awarded	June 1st
Cisco, Switching, Routing, and Wireless Essentials ***	CTS 131 - Networking 2 **	4	• AACC exam	■ If 90-100% combined score, the grade assigned will be an "A" ■ If 80-89% combined score, the grade assigned will be a "B" ■ If 70-79% combined score, the grade assigned will be a "C" ■ If less than 70% combined score,	June 1st

				no grade will be assigned, and no credit will be awarded	
Cisco, Enterprise Networking, Security, and Automation ***	CTS 230 - Networking 3 **	4	AACC exam	▪ If 90-100% combined score, the grade assigned will be an "A" ▪ If 80-89% combined score, the grade assigned will be a "B" ▪ If 70-79% combined score, the grade assigned will be a "C" ▪ If less than 70% combined score, no grade will be assigned, and no credit will be awarded	June 1ˢᵗ

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

*** Student must earn proficiency credit for prior-level Cisco course before earning proficiency credit for higher-level course(s).*

**** Cisco courses must be taught by an instructor who is both an "accredited" Cisco instructor and holds a current Cisco certification. "Accreditation" indicates the Cisco instructor has participated in and passed Cisco's Instructor Training. Current Cisco Certification is recommended for AACPS Cisco instructors: CCNA certification for teaching AACPS "Introduction to Networks", Switching, Routing and Wireless Essentials" and "Enterprise Networking, Security and Automation" courses.*

***** Students completing specified courses as part of the CAT-N and/or CAT-S program specified above only may be eligible for proficiency credit.*

ADDENDUM 7
Integrated Design/CAD Program

AACPS Proficiency Course(s)**	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Drafting/CAD Level 1 & 2	ACH 111 - Graphic Communication 1: Composition & Delineation	3	AACC Portfolio Assessment	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be a "B" ▪ If 70-79%, the grade assigned will be a "C" ▪ If less than 70%, no grade will be assigned, and no credit will be awarded	June 1st
Drafting/CAD Level 1 & 2	ENT 241 - Computer-Aided Drafting	3	AACC Portfolio Assessment	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be a "B" ▪ If 70-79%, the grade assigned will be a "C" ▪ If less than 70%, no grade will be assigned, and no credit will be awarded	June 1st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

**Students completing specified courses as part of the CAT-N and/or CAT-S program specified above only may be eligible for proficiency credit.*

ADDENDUM 8
Environmental Resource Management Program

AACPS Proficiency Course(s)**	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Environmental Resource Management Level 1 & 2	BIO 107 - Environmental Science	4	AACC Exam	■ If 90-100% combined score, the grade assigned will be an "A" ■ If 80-89% combined score, the grade assigned will be a "B" ■ If 70-79% combined score, the grade assigned will be a "C" ■ If less than 70% combined score, no grade will be assigned, and no credit will be awarded	June 1st

* The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

** Students completing specified courses as part of the CAT-N and/or CAT-S program specified above only may be eligible for proficiency credit.

ADDENDUM 9
Homeland Security Signature Program

AACPS Proficiency Course(s)*	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Counter Terrorism and Intelligence Curriculum	HLS 111 - Introduction to Homeland Security	3	AACC Exam	■ If 90-100% combined score, the grade assigned will be an "A" ■ If 80-89% combined score, the grade assigned will be a "B" ■ If 70-79% combined score, the grade assigned will be a "C" ■ If less than 70% combined score, no grade will be assigned, and no credit will be awarded	June 1st

* The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

** Students completing specified coursework as part of the signature-aligned pathway at Meade High only may be eligible for proficiency credit.

ADDENDUM 10
ProStart Program

AACPS Proficiency Course(s)	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Food and Beverage Management (ProStart), Culinary Level 1 & 2 (coursework only - excludes internship hours. ProStart certification not required)	HRM 111 - Introduction to Hospitality Industry	3	AACC (Written) Exam	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be a "B" ▪ If 70-79% combined score, the grade assigned will be a "C" ▪ If less than 70% combined score, no grade will be assigned, and no credit will be awarded.	June 1st
Food and Beverage Management (ProStart), Culinary Level 1 & 2 (coursework only - excludes internship hours. ProStart certification not required.)	HRM 119 - Certification in Sanitation	1	ServSafe Food Managers Certification Exam – documentation of passing the exam must be submitted to AACC	▪ An "A" will be assigned for a passing score. ▪ No grade will be assigned, and no credit will be awarded for results that are not a passing score.	June 1st
Food and Beverage Management (ProStart), Culinary Level 1 & 2 (coursework only - excludes internship hours. ProStart certification not required)	HRM 121 -Introduction to Cooking	3	AACC Culinary (Written and Practical) Exam** Additional requirements: ▪ Must contact HCAT 410-777-2063 (Chef David Ludwig) for available assessment dates and to schedule assessment; ▪ Assessment must be completed at an AACC campus location or location approved by HCAT faculty; and ▪ AACPS will be billed a $20 fee by HCAT to cover the cost of assessment materials***	▪ If 90-100% combined score, the grade assigned will be an "A" ▪ If 80-89% combined score, the grade assigned will be a "B" ▪ If 70-79% combined score, the grade assigned will be a "C" ▪ If less than 70% combined score, no grade will be assigned, and no credit will be awarded	August 31st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

**Student must earn a minimum of 61% on the written assessment to be eligible to take the practical assessment.*

*** AACC will bill AACPS $20 per assessment per student for each assessment taken at an AACC location. For assessments taken at an AACPS location, AACC will bill AACPS for consumables required for the assessment.*

ADDENDUM 11
Interactive Media Production: Simulation and Gaming

AACPS Proficiency Course(s)**	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Interactive Media Production: Simulation and Gaming, Level 2	ART 155 – 2D Game Prototyping	3	AACC Portfolio Assessment	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be a "B" ▪ If 70-79%, the grade assigned will be a "C" ▪ If less than 70%, no grade will be assigned, and no credit will be awarded	June 1st

* The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the proficiency course(s).

** Students completing specified courses as part of the CAT-N and/or CAT-S program specified above only may be eligible for proficiency credit.

ADDENDUM 12
Early Childhood Education/Childcare

AACPS Proficiency Course(s)	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Child/Human Growth and Development Learning Environment: Preschool Child Development Associate Review and Completion (including Preschool childcare Internship in a licensed center)	EDU 132: Early Childhood Development EDU 135: Child's Health/ Nutrition and Safety for Educators EDU 230: Educator Portfolio Development	3 3 1	AACC Portfolio Assessment **	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be a "B" ▪ If less than 80%, no grade will be assigned, and no credit will be awarded	August 31st***

Only programs taught in schools by teachers who have completed the preschool CDA career and technical education course, EDU 228 Preschool Career and Technical Education (previously EDU 281) or EDU 223 – Infant and Toddler, are eligible to participate in the proficiency credit initiative. The list of eligible high schools/programs will be provided by the Director of AACC's TEACH Institute by the end of October annually.

*** AACC Portfolio Assessment for Early Childhood Education/Childcare consists of submission of a portfolio which will be graded by AACC faculty according to the rubric provided by AACC to the program teachers. Portfolio must include official documentation of CDA certificate (signed and dated). No portfolio will be accepted/graded without this documentation.*

****Students who are unable to complete the proficiency assessment by August 31 of their graduation year are not eligible for proficiency credit, but they may contact the TEACH Institute at 410-777-2915 and request a portfolio review through the credit by exam process.*

ADDENDUM 13
Internship in Business for Transportation, Logistics, and Cargo Security**

AACPS Proficiency Course(s)	AACC Course(s) Eligible for Proficiency Credit	# of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
AACPS Business Internship	BPA 275 – Internship in Business I	3	AACC Portfolio Assessment**	▪ If 90-100%, the grade assigned will be an "A" ▪ If 80-89%, the grade assigned will be a "B" ▪ If 70-79%, the grade assigned will be a "C" ▪ If less than 70%, no grade will be assigned, and no credit will be awarded	November 15th*

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the Submission Date listed here for the academic year in which the student completed the Proficiency Course(s).

*** In order to be eligible to submit a proficiency portfolio assessment, students must have successfully completed AACC's BPA 235 - Introduction to Transportation and Logistics and enrolled in or have completed BPA 237 - Supply Chain Management as part of the Transportation, Logistics and Cargo Security Signature-Aligned Pathway for IT3 at North County High School. One of the required components of the portfolio will include documentation of the completion of an internship in alignment with the Transportation, Logistics, and Cargo Security field.*

ADDENDUM 14
Teacher Academy of Maryland (TAM)

AACPS Proficiency Course(s)**	AACC Course Eligible for Proficiency Credit	# Of AACC Credits	Proficiency Assessment	Grade Assigned	Submission Date*
Child/Human Growth and Development Teaching as a Profession Foundations of Curriculum and Instruction Education Academy Internship (135 hour)	EDU 111 – Foundations of Education EDU 133 – Growth and Development	3 3	AACC Proficiency Exam *** AACC Proficiency Exam ***	■ If 90-100%, the grade assigned will be an "A" ■ If 80-89%, the grade assigned will be an "B" ■ If less than 80%, no grade will be assigned, and no credit will be awarded	June 1st

The Proficiency Assessment must be completed, and all required documents must be submitted to the Instructional Pathways and Partnerships Office, Secondary no later than the date listed here for the academic year in which the student completed the proficiency course(s).

**Only programs taught in schools by teachers who have completed the Teacher Academy of Maryland (TAM) training through Towson, the Maryland Affiliate for TAM, are eligible to participate in the proficiency credit initiative. AACPS will provide a list of eligible programs/high schools or by permission of AACC TEACH director.*

*** AACC will charge AACPS $80 per student per assessment.*

24 25 Proficiency Final Agreement and Addenda

Final Audit Report 2024-08-20

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By:	Melanie Coleman (emcoleman1@aacc.edu)
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