LETTER OF AGREEMENT
BETWEEN NEW YORK CITY COLLEGE OF TECHNOLOGY of
THE CITY UNIVERSITY OF NEW YORK
AND NYC DEPT. OF EDUCATION, OFFICE OF POSTSECONDARY READINESS,
CAREER AND TECHNICAL EDUCATION

Rationale:
New York City Department of Education’s Career and Technical Education (CTE) schools and programs provide cutting-edge training to unlock pathways to college and career success. Students participate in rigorous academic preparation linked to relevant work experiences in high-demand industries. Managing the largest CTE portfolio of any city in the world, the New York City Department of Education supports over 270 programs, training approximately 60,000 students per year. In collaboration with private-sector partners and postsecondary educational institutions the CTE programs are aligned to eight different industry sectors working to ensure students graduate college and career ready.

The Office of Postsecondary Readiness (OPSR) manages a portfolio of schools with CTE programs of study in the Culinary, Hospitality and Tourism industry vertical. Students graduate high school with certifications including NYC Food Handlers Certification, Servsafe Food Protection Manager Certification, NOCTI- Hospitality Management- Lodging and Microsoft Office Specialist- Office 365.

Students graduating high school from the list in Appendix A will have an opportunity to further their education and training in Culinary Arts/Hospitality Management career pathways at City Tech (New York City College of Technology of The City University of New York).

Purpose:
City Tech hereby establishes a letter of agreement for students who have completed a course of study in Culinary, Hospitality or Tourism from the portfolio of Career and Technical Education (CTE) Programs recognized by the Office of Postsecondary Readiness, New York City Department of Education.

The purpose of this agreement is to strategically align respective program interests for a term of five years. In this term, City Tech reserves the right to annual review of this agreement for modifications or additions.

Culinary, Hospitality and Tourism students who have graduated from a CTE Program, recognized by the Office of Postsecondary Readiness (OPSR), and who have been accepted into the college for direct admission into the Associate in Applied Science (AAS) Degree program in Hospitality Management at City Tech will be eligible for the following benefits:

1. Guaranteed Admission: Graduates from CTE Culinary, Hospitality or Tourism programs who meet the criteria outlined in the following pages will receive guaranteed admissions to the Hospitality Management AAS program on a space availability basis after meeting the posted admissions criteria.

2. Prior Learning Credit: Graduates from CTE Culinary, Hospitality or Tourism programs who met the criteria outlined in the following pages may earn up to 4 prior learning credits towards the Hospitality Management AAS degree.
To earn prior learning credit towards a Hospitality Management AAS degree at City Tech, the following stipulations apply to the graduates from CTE’s Culinary, Hospitality and Tourism portfolio of high schools:

A. CTE’s Culinary portfolio of high students who can demonstrate successful attainment of the following certifications are eligible for 1 credit of prior learning credits with the courses listed below. City Tech agrees that the curriculum that prepares students to take these certifications is comparable to City Tech Course HMGT 1103: Food Sanitation and Safety Principles.

<table>
<thead>
<tr>
<th>Name of certification</th>
<th>Name of City Tech Course</th>
<th>Total number of prior learning credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City Department of Health and Mental Hygiene</td>
<td>HMGT 1103: Food Sanitation and Safety Principles</td>
<td>1 credit</td>
</tr>
<tr>
<td>ServSafe©</td>
<td>HMGT 1103: Food Sanitation and Safety Principles</td>
<td>1 credit</td>
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</tbody>
</table>

B. CTE’s Hospitality and Tourism portfolio of high students who can demonstrate successful attainment of the following certifications are eligible for 3 credits of prior learning credits with the courses listed below. City Tech agrees that the curriculum that prepares students to take these certifications is comparable to City Tech Course # HMGT 1105: Lodging Operations and Management.

<table>
<thead>
<tr>
<th>Name of certification</th>
<th>Name of City Tech Course</th>
<th>Total number of prior learning credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOCTI Hospitality Management: Lodging</td>
<td>HMGT 1105: Lodging Operations and Management</td>
<td>3 credits</td>
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C. Once enrolled in the AAS Degree in Hospitality Management at City Tech, prior learning credits will be applied to the course transcripts of eligible CTE Culinary and Hospitality and Tourism portfolio graduates.

D. Prior learning credit will be valid and applicable as long as the college-level courses of HMGT 1103 Food Sanitation and Safety Principles AND HMGT 1105 Lodging Operations and Management are offered by City Tech. If these courses are changed or eliminated, the Office of Postsecondary Readiness, CTE Executive Director and City Tech faculty liaison will work to revise the curricula to meet any new requirements for earning prior-learning credit.

E. Graduates that complete the requirements outlined in this MOU prior to any changes, will be grandfathered in and able to receive the prior-learning credit.
The Department of Hospitality Management agrees to collaborate with the Office of Postsecondary Readiness, CTE Department when appropriate to:

- Review curriculum and credentialing.
- Provide guidance and information to prospective students on Technology/Technical education requirements and career expectations.
- Nominate faculty to participate on the Culinary, Hospitality & Tourism industry commission, as a means to establish regular connections to school and to provide feedback on curriculum and credentialing.

The CTE Department in the Office of Postsecondary Readiness of the NYC Department of Education agrees to collaborate with the Department of Hospitality Management when appropriate to:

- Ensure CTE programs receive adequate guidance and support towards program quality and New York State Education Department approval.
- Through school programs, provide career guidance and instruction throughout grades 9-12 to make informed career choices in areas related to Culinary, Hospitality and Tourism.
- Provide a platform such as the industry commissions to have industry and postsecondary partners review and affect curricula design choices.
- Through OPSR led capacity building supports, CTE programs will design, review, upgrade and implement curricula and program standards to more strongly align to postsecondary requirements.

Upon approval of this agreement, all cooperating agencies can publicize in brochures and other recruitment/admissions materials. City Tech reserves the right to make final determination on prior learning credit benefits to students; effort will be made to accommodate all qualified students on space availability basis.

This agreement shall be in effect upon signing by both parties and revised by mutual agreement of both parties. Curriculum, equipment or facilities may be reviewed at any time per request by either party.

The term of this agreement shall commence as of June 1, 2022 and shall remain in effect until June 30, 2028. Significant changes in curricula will be taken into account upon yearly review.
Letter of Agreement accepted for New York City College of Technology by:

Pamela Brown
Pamela Brown, Interim Provost
November 1, 2021

Elizabeth Schaible
Elizabeth Schaible, Chair Department
November 1, 2021

Agreement accepted for New York City Department of Education by:

Harini Venkatesh
Executive Director, Career & Technical Education, Office of Postsecondary Readiness
Harini Venkatesh
10/29/21

Date
<table>
<thead>
<tr>
<th>Name of School:</th>
<th>The Brooklyn Navy Yard STEAM Center</th>
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<tbody>
<tr>
<td>CTE Program Name:</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>Principal:</td>
<td>Kayon Pryce</td>
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<tr>
<td>Principal Signature:</td>
<td>[Signature]</td>
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<tr>
<td>Date:</td>
<td>11/15/2021</td>
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