



**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.

Name of certification	Name of City Tech Course	Total number of prior learning credits
New York City Department of Health and Mental Hygiene	HMGT 1103: Food Sanitation and Safety Principles	1 credit
ServSafe©	HMGT 1103: Food Sanitation and Safety Principles	1 credit

- 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.

Name of certification	Name of City Tech Course	Total number of prior learning credits
NOCTI Hospitality Management: Lodging	HMGT 1105: Lodging Operations and Management	3 credits

- 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

November 1, 2021

Pamela Brown, Interim Provost

Date

Elizabeth Schaible

November 1, 2021

Elizabeth Schaible, Chair Department

Date

Agreement accepted for New York City Department of Education by:

Harini Venkatesh

10/29/21

Harini Venkatesh

Date

Executive Director, Career & Technical Education, Office of Postsecondary Readiness

Appendix A

CTE Culinary, Hospitality and Tourism Schools		
DBN	Name of School	Name of Program
17K408	Academy of Hospitality and Tourism	Academy of Hospitality and Tourism
17K408	Academy of Hospitality and Tourism	Culinary Arts
27Q400	August Martin High School	Culinary Arts
11X508	Bronxdale High School	Culinary Arts
02M288	Food and Finance High School	Culinary Arts
13K605	George Westinghouse Career and Technical Education High School	Culinary Arts
24Q485	Grover Cleveland High School	Academy of Travel and Tourism
14K478	High School for Enterprise Business and Technology, The	Academy of Hospitality and Tourism
02M529	Jacqueline Kennedy Onassis High School	Academy of Hospitality and Tourism
21K540	John Dewey High School	Culinary Arts
30Q450	Long Island City High School	Academy of Hospitality and Tourism
30Q450	Long Island City High School	Culinary Arts
20K445	New Utrecht High School	Academy of Hospitality and Tourism
31R445	Port Richmond High School	Academy of Hospitality and Tourism
31R445	Port Richmond High School	Culinary Arts

27Q475	Richmond Hill High School	Hospitality and Tourism
D33K891	S.T.E.A.M Center (Brooklyn Navy Yard)	Culinary Arts
08X559	School for Tourism and Hospitality	Academy of Hospitality and Tourism
15K497	The Boerum Hill School for International Studies	Culinary Arts
14K478	The High School for Enterprise Business and Technology	Academy of Hospitality and Tourism
31R455	Tottenville High School	Culinary Arts
01M448	University Neighborhood High School	Hospitality and Tourism
21K620	William E. Grady Career and Technical Education High School	Culinary Arts

If additional programs are included in this agreement after it is signed, this chart will not be updated. Signed signature pages will serve as evidence that those programs are part of this agreement.



Name of School: _____

CTE Program Name: _____

Principal: _____

Principal Signature: _____

Date: _____