**Appendix B – Certifying Letter Template**

This template is available as an electronic file at [www.murraystate.edu/EarlyBusinessEducation](http://www.murraystate.edu/EarlyBusinessEducation). This letter must be printed on official letter head of the high school/ATC creating the letter, and the original letter must be submitted to Murray State.

May 2, 2022

Kelsey Johnson

Murray State University

220A Business Building

Murray, KY 42071

Dear Mrs. Johnson:

The Kentucky Department of Education (KDE), in conjunction with [High School or ATC], has determined that [Student Full Name] has completed the following requirements.

* Student graduated from high school on [Graduation Date].
* Student has completed a Career Pathway in [Career Pathway] and has at least a B average.
* Student has passed the pathway-specific Kentucky Occupational Skills Standards Assessment (KOSSA) [KOSSA Exam Name *(remove this bullet if the student completed the industry certification instead)*].
* Student has obtained the approved pathway-specific industry certification, [Industry Certification Name *(remove this bullet if the student completed the pathway-specific KOSSA instead)*].

According to the articulation agreement between KDE and Murray State, a maximum of twelve (12) credit hours will be eligible for college credit through this agreement either via pathway completion or individual dual credit/early college enrollment. The student completed the [Pathway Name] career pathway with the following courses and corresponding dual credit.

|  |  |  |  |
| --- | --- | --- | --- |
| High School Course Title | For dual credit courses only | | |
| Postsecondary Institution Name | Course Prefix and Number at Postsecondary Institution | Credit Hours for Postsecondary Course |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Therefore, the student qualifies for articulated credit of the specific courses determined by the KOSSA exam passed or industry certification obtained as outlined by the agreement between KDE and MSU. Should you have any questions about the awarding of credit for this student, please contact me at [Phone Number].

Sincerely

[Full Name]

[Title]