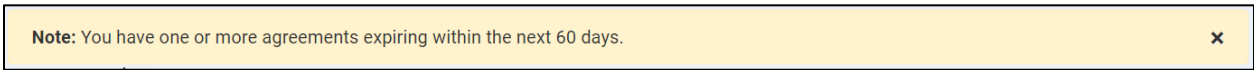


# CTE Articulation: High School Instructor Reference Guide

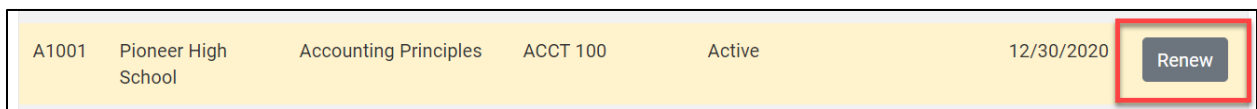
## Renewing an Existing Agreement

The CTE Articulation Website will flag articulation agreements that are expiring soon (typically set by the Articulation Coordinator to be 60 days prior to expiration). The following notification appears at the top of the dashboard when the system detects agreements expiring soon.

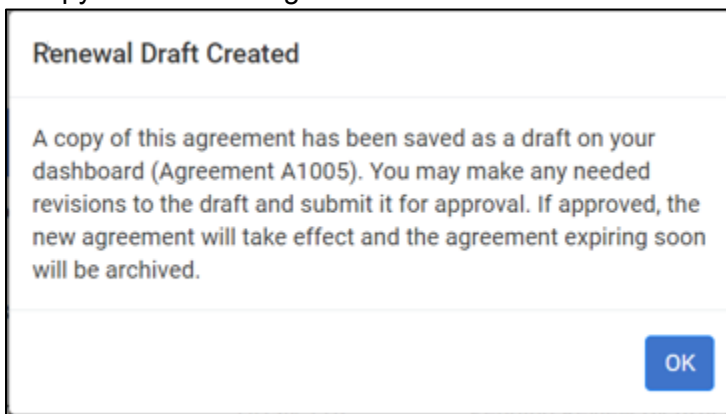


Agreements can be renewed directly from the dashboard.

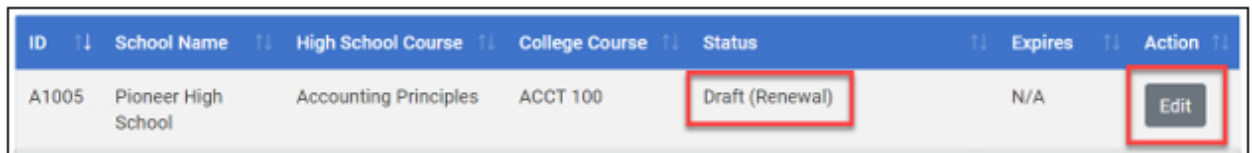
1. Click **Renew** for the agreement that is expiring soon.



2. A copy of the active agreement is saved a draft and the following advisory is displayed.



3. Click **Edit** to update the new draft request with current information.



4. Click **Save & Submit** to submit the articulation request. The request is subject to the same approval process as the original agreement (see *Submitting a New Articulation Request* above).

Note: you can delete a drat by clicking **Edit** and at the top of the renew form click **Delete**.



5. Once approved, the Active agreement is archived, and the newly renewed agreement becomes the active agreement.