



Teacher Steps for Tech Prep

1. Tech Prep Applications will be delivered to the teachers of Tech Prep courses once articulations are complete. Students fill out the Tech Prep application and MUST fill out the GBC Application, unless they are already a GBC Student.
2. Application forms are due to the Tech Prep Office by May 1. Send the forms to the Tech Prep Office at 1500 College Parkway Elko, NV 89801.
3. At the end of the academic year, the Tech Prep Office will request copies of transcripts for the students who have enrolled in Tech Prep to check if they are qualified for their credits.
4. Those students who earn an “A” or “B” will be awarded college credit and a Certificate of Achievement or a letter detailing why the student didn’t qualify for Tech Prep Credits. Students can receive up to 21 credits.

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*If students want to receive a copy of their transcripts after the Tech Prep Credit is posted, they will have to pay a \$10 New Student Fee. If students are already a GBC student, they will not have to pay the fee again

*Tech Prep Credits are kept on file for three years.