

October 1, 2025

Memorandum of Understanding (MOU)

Transfer Credit Agreement Between New York City College of Technology (City Tech) Department of Construction Management & Civil Engineering Technology (CMCE) and The Urban Assembly School for Green Careers.

Overview

This agreement enables successful graduates from the Urban Assembly School for Green Careers Building Science CTE Program to receive credit for prior learning toward completing the requirements for the associate in applied science (AAS) in Construction Management Technology at City Tech.

Responsibilities of New York City College of Technology:

- Conduct periodic reviews of the Urban Assembly School's Building Science curriculum.
- Support recruitment activities for students interested in CMCE programs at City Tech.
- Provide career guidance, informational resources, and support to prospective students.
- Facilitate faculty engagement through participation in advisory council meetings.

Responsibilities of The Urban Assembly School for Green Careers:

- Ensure students complete the designated CTE curriculum (grades 10-12).
- Provide comprehensive career and college advisement.
- Host City Tech faculty for curriculum reviews and advisory council engagements.
- Submit documentation verifying student competencies (OSHA 10 Certificate, NOCTI 8192 & 8193 certificates, and transcripts).

Eligibility Criteria for Students:

- Earn a New York State CTE-endorsed diploma upon high school graduation.
- Maintain a minimum cumulative GPA of 75%.
- Achieve a minimum score of 75 on English Regents and two Math Regents exams (Algebra I, Geometry, or Algebra II/Trigonometry).
- Submit documentation (portfolio/certifications) demonstrating required competencies for review by City Tech faculty

Credit Equivalencies:

Urban Assembly Course	City Tech Equivalent Course	Credits Awarded	Basis of Assessment
Building Construction (Grade 10)	CMCE 1114 – Materials & Methods of Construction I	3 Credits	OSHA 10 Certificate and transcript showing grade of 75% or higher
Building Systems (Grade 11)	CMCE 2319 – Building Service Systems	2 Credits	Transcript showing grade of 75% or higher
Building Operations & Maintenance (Grade 12)	CMCE 1224 – Methods & Materials of Construction II	2 Credits	NOCTI 8192 & 8193 Certificates and transcript showing grade of 75% or higher

Total Credits Available: 7 Credits

Prior to the start of their first semester, each student must contact the CMCE Department and schedule an appointment for an interview with a faculty member to assess their readiness for the program and determine which courses they may receive Credit for Prior Learning (CPL). Student must provide the following documents for assessment: High school transcript, OSHA 10 Certificate, and NOCTI 8192 & 8193 Certificates in Building Construction and Technology Basics. The faculty interviewer will notify STAR and the Registrar's Office of the recommendation of the CPL and provide support documentation that the CPL is warranted. Once enrolled in the Construction Management Program, credits for prior learning will be applied to the course transcripts.

Duration of Agreement:

This agreement will be in effect upon signing by authorized representatives of both institutions and will remain valid for five (5) years, subject to annual reviews and mutual agreement modifications. Renewal of the agreement will be discussed before expiration.