



ALBERTA COUNCIL ON
ADMISSIONS & TRANSFER

LPS Dual Credit-Related Opportunities Module (DCRO) Guide



TRANSFER ALBERTA

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What is the DCRO?

The [Dual Credit-Related Opportunities module \(DCRO\)](#) provides Alberta school authorities, post-secondary institutions, firms (business/industry), and ministries the ability to view/manage their LPS agreements and contacts data for dual credit and other dual credit-related high school transitions pathways.

This data includes partnership agreements for dual credit-related courses, contacts, and connected information, which is published by the DCRO module to the Catalog and then has shares key public information from the DCRO agreements shared with students and other users via the Transfer Alberta Search Tool and Mobile App.

DCRO data is managed by authorized Primary (main) school authority users in collaboration with their post-secondary institution, firm (business/industry), and ministry partners, as well as Secondary (additional) school authority partners.

Depending on the permissions granted for an DCRO users' authorized access (i.e., read/write or read-only), DCRO users can view/search for already published dual credit-related course offerings and agreements data from the Catalog (LPS central repository), edit existing DCRO agreements Catalog data, and add and publish final DCRO agreements/decisions into the Catalog.

- Note: The DCRO module was rolled out to stakeholders in March 2018. School Authorities are in the process adding DCRO data for their school authorities and their partners.

What are the DCRO Data Standards – Mandatory, Elective, and Public

- a. The DCRO agreement information that is managed/provided by the Primary (Main) SA using the DCRO data standard **will be based on the sub-pathway data agreement/standard selected and the type of main partners/member organizations in that sub-pathway.**
- b. With the exception of the partners and offerings, **the data fields listed in the tables that follow are the same in all sub-pathways.**
- c. Some of this information (**i.e., all financial fields and other targeted fields**) **will not be made visible to public.**
- d. Please **see the table that follows for a summary of the DCRO Data Standards.** This summary includes:
 - **Mandatory (M) data fields** (minimum required LPS data for an agreement)

- o **Elective (E) data fields** (includes data recommended for inclusion, often required by partners for an effective/approved agreement, and beneficial for students)
 - o **Identification of which data fields are public- and private-facing.**
- e. In the DCRO module, **see the data fields marked with a red asterisk *** in the Agreements section for each sub-pathway for those fields that are mandatory data fields.

DCRO Data Standard – Mandatory Requirements

Data field Name	Data Field Requirement	Data Viewable
DCRO ID (system-generated)	M	N/A
DCRO Agreement Sub-Pathway Type (Select from DCRO Admin Menu to begin agreement. Your type selection is viewable in Step 2)	M	DCRO Only
DCRO Agreement Main Organizations/Partners (Step 1)	M	Public
Offering(s) and/or type of “credit” being awarded by each Organization in the Sub Pathway (Step 1)	M	Public
Credit for each offering/type of credit being awarded (Step 1)	M	Public
DCRO Agreement Title (Step 2)	M	Public
DCRO Agreement Description (Step 2)	M	Public
Effective Start Date AND Effective End Date (Step 2)	M	Public

DCRO Data Standard – Elective Requirements (Public-facing)

Data field Name	Data Field Requirement	Data Viewable
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General Learning Outcomes by Course(s) (Step 2)	E	Public
High School and Further Pathways (Step 2)	E	Public
Location(s) of Instruction (Step 2)	E	Public
Instructor Qualifications (Step 2)	E	Public
Instruction Delivery Model (Step 2)	E	Public
Regulated Occupation (Step 2)	E	Public
Credentials (Step 2)	E	Public
Cohort-based Opportunity (Step 2)	E	Public
Total Student Hours Required (Step 2)	E	Public
Comments (Step 2)	E	Public

DCRO Data Standard – Elective Requirements (DCRO Only- or Private-facing)

Data field Name	Data Field Requirement	Data Viewable
Agreement Review Date (Step 2)	E	DCRO Only
Partner Roles and Responsibilities (Step 2)	E	DCRO Only
Legal Document Type (Step 2)	E	DCRO Only
Fee Schedule (Step 2)	E	DCRO Only

Twenty-one (21) Different Financial Data Fields for Partnership Contributions and Costs for the Agreement (Step 3)	E	Private
Uploads – Agreement Attachments (Step 3)	E	Private

What are the definitions for Dual Credit opportunities agreement types for the DCRO?

Advanced Technologies Agreements

Note

Required Partners: school authority, post-secondary institution, and firm

Definition: Technology and industry-related agreements. These agreements do not include trade certification based or CTS apprenticeship pathways. These agreements may include dual enrolled dual credit opportunities (e.g., courses instructed and/or supervised by both a post-secondary institution instructor and an Alberta certificated teacher) as defined by the Alberta Dual Credit Framework.

Example: Power Engineering (PEN) (5th Class and 4th Class)

Pathways to PSI Agreements

Note

Required Partners: school authority and post-secondary institution

Definition: Agreements for post-secondary institution courses that include: Alberta Education-authorized dual credit course codes identified with a "PSI" prefix course code; existing locally developed courses (LDCs); CTS courses that lead to a certificate, diploma, or degree and are identified as a Provincial Dual Credit Pathway within Alberta Education's CTS Credentialed Pathways document; and/or other forms of PSI arrangements with high schools/school authorities.

For reference, the use of existing LDCs for current dual credit opportunities will be allowed until the 2021/2022 school year or until the LDC expires; whichever comes first. School authorities will then need to apply to Alberta Education for dual enrolled course codes.

Examples: PSI3037: Critical Reading and Writing, LDC0024: Acting for Camera 25, Office Administration Professional, Criminal Justice Studies.

Wellness Pathways Agreements

Note

Required Partners: school authority, post-secondary institution, and ministry

Definition: CTS wellness-related programming. This type of programming requires a government partner (e.g., Alberta Health) to support the program.

Example: Health Care Aide (HCA)

Workplace Certification Agreements

Note

Required Partners: school authority and firm

Definition: Agreements for CTS Credentialed Pathways that involve certification and/or credentialing. These pathways are **not** identified as a Provincial Dual Credit Pathway within Alberta Education's CTS Credentialed Pathways document, **not** considered dual credit under the Alberta Dual Credit Framework, and **not** associated with Alberta Education-identified Off-campus Education programming.

Examples: Cisco Certified Entry Networking Technician (CCENT), Microsoft Office Specialist (MOS) in Microsoft Office Excel, Canadian Academy of Travel and Tourism (CATT) Level I, Child Development Assistant, Certified Coach – National Coaching Certification Program (NCCP), Adobe Certified Associate (ACA) in Visual Communication using Adobe Photoshop

CTS Apprenticeship Agreements

Note

Required Partners: school authority and ministry

Definition: CTS Apprenticeship agreements for Alberta Education-authorized CTS apprenticeship courses taught by certified tradespersons in Alberta Education-approved facilities, and aligned with post-secondary and industry standards. These courses provide opportunities for students to earn high school credits; work towards an external credential (e.g., first period apprenticeship exam); and potentially achieve a credential or credit awarded by a recognized community or industry organization or post-secondary institution.

Examples: Agricultural Equipment Technician, Auto Body Technician, Automotive Service Technician, Baker, Cabinetmaker, Carpenter, Communication Technician, Cook, Electrician, Hairstylist, Heavy Equipment Technician, Industrial Mechanic (Millwright), Instrumentation and Control Technician, Insulator, Landscape Horticulturalist, Painter and Decorator, Parts Technician, Plumber, Welder

Off Campus Education Agreements

Note

Required Partners: school authority and ministry

Definition: Agreements are summaries of the course/program areas in which your school authority offers unique student-specific work agreements for off-campus programming in your community. These agreements are **not** a listing of each student-specific arrangement for off-campus programming.

For reference, off-campus work agreements are intended for courses and programs outlined and described in the Off-campus Education Handbook and the Guide to Education: ECS to Grade 12. Off-campus programming involves experiential methods of student-focused work-integrated learning.

Examples: RAP program areas offered – e.g., Auto Body Technician (Registered Apprenticeship Program (RAP courses)), Green Certificate program areas offered – e.g., Bee Keeper Production Technician (Green Certificate Program), and Work Experience program offered – OTH1998 Work Experience 15, OTH2998 Work Experience 25, OTH3998 Work Experience 35 (Work Experience)

How do I get more information about the DCRO via the [Data Management](#) tab on the ACAT website?

Data management



















Purpose and Users

This high-level guide is a summary of best practices for post-secondary institution (PSI) ACAT Contact Persons; school authorities/high schools; and other post-secondary institution, firm (business/industry), ministry, and organization users as appropriate to support their **data management and/or viewing of data in Alberta's Learner Pathways System (LPS) applications.**

Applicable LPS applications for data management and viewing include the Transfer Alberta Search Tool (Search Tool) and Mobile App (App), LPS Catalog (Catalog), LPS Data Collection and Reporting modules (DCaR), LPS Transfer Credit Evaluation System (TCES), and LPS Dual Credit-Related Opportunities module (DCRO). See the LPS System Overview for a visual representation and description of all LPS applications and users to date.

All LPS Applications TCES & DCaR **DCRO** Catalog

- ▼ DCRO Data Management - What is the DCRO Module and how can I use this application to upload, edit, or view dual credit or other related high school transitions course agreements and publish them to the LPS Catalog and Transfer Alberta?
- ▼ DCRO Data Management - Role of School Authority Partners – What is the data management role of School Authorities (SAs – Primary and Secondary) in the DCRO?
- ▼ DCRO Data Partner Approval – What approvals do I need prior to publishing DCRO agreements for dual credit-related courses into the Catalog and for public sharing via Transfer Alberta?
- ▼ DCRO Data Storing Secured Information – How can I use the DCRO to store secured copies of documents that are related to my DCRO data agreements (e.g., MoUs, curriculum/learning outcomes, etc.)?
- ▼ DCRO Data Standards Definitions and Information – What are the key definitions and background information behind the data standards for dual credit and other related high school transitions agreements in the DCRO?
- ▼ DCRO Data Standards Mandatory, Elective, and Public – What data is mandatory (M), elective (E), and kept private among partners in the DCRO or shared publicly with students via Transfer Alberta?
- ▼ DCRO Data Standards Referenced Data – What are the key referenced data sources of truth for data in key drop down menus in the DCRO?
- ▼ Secured Financial Data in Agreements – How should I best complete my financial calculations for Step 3: Financial Data in DCRO agreements in the DCRO?
- ▼ Viewing Existing DCRO Agreements – How do I check if a dual credit-related agreement already exists in the LPS? How can I view published DCRO agreements in the Catalog (central LPS database) and posted public data from these DCRO agreements on Transfer Alberta?
- ▼ Wait Period Prior to Agreement Publishing – How quickly will DCRO agreements publish to the Catalog and post identified data publicly on Transfer Alberta?

-  Dashboard
-  Contacts
-  Notifications
-  Request Information
-  Agreements ▼
 -  Advanced Technologies
 -  Pathways to PSI
 -  Wellness Pathways
 -  Workplace Certification
 -  CTS Apprenticeships
 -  Off Campus Education
-  Offerings ▼
 -  High School
 -  Firms
 -  Ministry
 -  Post-Secondary Institution
-  External Links ▼
 -  LPS Catalog

Add Agreement (Dual Credit Opportunity)

Step 1: Select Partners and Offerings

LPS - Dual Credit-Related Opportunities (DCRO) ACAT Secretariat Ann Lyseng Log Out

Add Pathways To PSI Agreement

Step 1: Select Partners and Offerings

School Authorities: * + Add

NAME	PRIMARY
No data available in table	

Post-Secondary: *

Select Institution ▼

High School Offerings * + Add

Show 10 entries Search:

OFFERING NAME	CREDITS	CREDIT TYPE
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

Post-Secondary Offerings * + Add

Show 10 entries Search:

OFFERING NAME	CREDITS	CREDIT TYPE
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

Step 2: Enter Agreement Details

Agreement Title *

E.g., Child and Youth Care

Pathway Type

Pathways To PSI

Legal Document Type

Description *

E.g., Post-secondary Institution X and School Authority Y offer an agreement to complete certification requirements for a Level 1 Child and Youth Care worker. Students will earn 6 credits in two foundational courses from the Early Childhood program; complete 5 CTS 30 level (1 credit) courses

AB ED Funding Tier

Location(s) of Instruction

E.g., the name of the High School, Post-second

Instruction Delivery Model

Instructor Qualifications

School Authorities: *

TOOLTIP: (+ Add) Click to add a School Authority as a partner

PLACEHOLDER: No data available in table

Post-Secondary: *

TOOLTIP: Please select a Post-Secondary Institution as a partner.

PLACEHOLDER: Select Institution

High School Offerings *

TOOLTIP: Click to add a High School Offering

PLACEHOLDER: No data available in table

Post-Secondary Offerings *

TOOLTIP: Click to add a Post-Secondary Offering.

PLACEHOLDER: No data available in table

Step 2: Enter Agreement Details

Step 2: Enter Agreement Details

Agreement Title * E.g., Child and Youth Care	Pathway Type Pathways To PSI	Legal Document Type ▼
Description * E.g., Post-secondary Institution X and School Authority Y offer an agreement to complete certification requirements for a Level 1 Child and Youth Care worker. Students will earn 6 credits in two foundational courses from the Early Childhood program; complete 5 CTS 30 level (1 credit) courses from the HRH strand; and a High School Diploma enabling their eligibility for immediate employment and a High School Child Care Scholarship provided by Alberta Human Services.	AB ED Funding Tier ▼	Location(s) of Instruction E.g., the name of the High School, Post-second
General Learning Outcomes by Course(s) E.g., GO1. Students must be aware of children'	High School and Further Pathways E.g., Community Care Services.	Instructor Qualifications E.g., Level 3 Certification, Program-area Maste
Effective Start Date * yyyy-mm-dd	Effective End Date * yyyy-mm-dd	Partner Roles And Responsibilities E.g., high school: coordination of the opportuni
Review Date yyyy-mm-dd	Regulated Occupation ▼	<input type="checkbox"/> Fee Schedule Included <input type="checkbox"/> Cohort Based Opportunity
Comments E.g., \$60 student services fee. Completion of the pre-requisites for this agreement – English 10-1.	Credentials ▼	Total Student Hours Required E.g., 25 <input type="text"/> Hours

Agreement Title:

TOOLTIP: Please enter a title for the agreement, e.g. Welding, Health Care Aide, Cosmetology

PLACEHOLDER: E.g., Child and Youth Care

Pathway Type

TOOLTIP: This is the Pathway type that is automatically set based on the Pathway.

PLACEHOLDER: Pathways To PSI

Legal Document Type

TOOLTIP: e.g. MoU, MoA

PLACEHOLDER:

Description *

TOOLTIP: Please enter a description of the agreement including the names of the partners, courses, and credits to be received.

PLACEHOLDER: E.g., Post-secondary Institution X and School Authority Y offer an agreement to complete certification requirements for a Level 1 Child and Youth Care worker. Students will earn 6 credits in two foundational courses from the Early Childhood program; complete 5 CTS 30 level (1 credit) courses from the HRH strand; and a High School Diploma enabling their eligibility for immediate employment and a High School Child Care Scholarship provided by Alberta Human Services.

AB ED Funding Tier

TOOLTIP: Please select the appropriate Alberta Education Funding Tier.

PLACEHOLDER:

Location(s) of Instruction

TOOLTIP: Please enter the institution / organization at which the course(s) will be offered.

PLACEHOLDER: E.g., the name of the High School, Post-secondary Institution, Firm (allow for selection of more than one choice).

General Learning Outcomes by Course(s)

TOOLTIP: Please enter the General Learning Outcomes by course(s). Use Add Attachment button in Step 3 to attach detailed learning outcomes.

PLACEHOLDER: E.g., GO1. Students must be aware of children's cognitive development stages.

High School and Further Pathways

TOOLTIP: Please enter the program pathway(s) that the credit in this agreement is going towards.

PLACEHOLDER: E.g., Community Care Services.

Partner Roles And Responsibilities

TOOLTIP: Please list partner roles and responsibilities by SA, PSI, FIRM, etc.

PLACEHOLDER: E.g., high school: coordination of the opportunity; PSI: instruction of the course; etc.

Effective Start Date *

TOOLTIP: The agreement is effective as of this date.

PLACEHOLDER: yyyy-mm-dd

Effective End Date *

TOOLTIP: The agreement is ended as of this date.

PLACEHOLDER: yyyy-mm-dd

Review Date

TOOLTIP: The agreement should be reviewed at this date.

PLACEHOLDER: yyyy-mm-dd

Regulated Occupation

TOOLTIP: Please enter the Regulated Occupation Type, e.g., Early Childhood Educator (Assistant, Worker, Supervisor)

PLACEHOLDER:

Total Student Hours Required

TOOLTIP: Please enter the total instructional / practical hours a student is required to complete.

PLACEHOLDER: E.g., 25

Credentials

TOOLTIP: Please select the appropriate Credential.

PLACEHOLDER:

Comments

TOOLTIP: Please enter any additional information that is relevant to students, including any student fees (non-tuition/non-instructional fees) that students will be required to pay and any pre-requisites required.

PLACEHOLDER: E.g., \$60 student services fee. Completion of the pre-requisites for this agreement – English 10-1.

Step 3: Enter Financial Details

Step 3: Enter Financial Details

Contributions					
Total Funding From All Sources	Waived PSI Fees	Industry Org. Financial Contribution			
\$ 0.00	\$ 0.00	\$ 0.00			
Costs					
Coordination & Consultant	Planning & Legal	Administrative & Travel	Marketing & Technology		
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
Curriculum Development	Student Screening & Counseling	Material & Supplies	Textbook & Resource Equipment		
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
Post-Secondary Institution	Facility	Instructor Certified Teacher	Non-Certified Staff		
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
Student Transportation	Other Costs	Total Actual	Total Startup		
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
Total Ongoing Maintenance	Total Non-Tuition/Other Student Fees				
\$ 0.00	\$ 0.00				
Uploads					
+ Add Attachment					
Show 10 entries Search					
ATTACHMENT NAME					
ATTACHMENT EXTENSION					
ATTACHMENT URL					
No data available in table					
Showing 0 to 0 of 0 entries Previous Next					
Save as WIP Validate and Publish Close					

Contributions

Total Funding From All Sources

TOOLTIP: Please enter contributions for Total Funding from All Sources.

PLACEHOLDER: 0.00

Waived PSI Fees

TOOLTIP: Please enter Waived PSI contributions.

PLACEHOLDER: 0.00

Industry Org. Financial Contribution

TOOLTIP: Please enter Industry Organization Financial Contributions.

PLACEHOLDER: 0.00

Costs**Coordination & Consultant**

TOOLTIP: Please enter Coordination and Consultant costs.

PLACEHOLDER: 0.00

Planning & Legal

TOOLTIP: Please enter Planning and Legal costs.

PLACEHOLDER: 0.00

Administrative & Travel

TOOLTIP: Please enter Administrative and Travel costs.

PLACEHOLDER: 0.00

Marketing & Technology

TOOLTIP: Please enter Marketing and Technology costs.

PLACEHOLDER: 0.00

Curriculum Development

TOOLTIP: Please enter Curriculum Development costs.

PLACEHOLDER: 0.00

Student Screening & Counseling

TOOLTIP: Please enter Student Screening and Counseling costs.

PLACEHOLDER: 0.00

Material & Supplies

TOOLTIP: Please enter Material and Supplies costs.

PLACEHOLDER: 0.00

Textbook & Resource Equipment

TOOLTIP:

PLACEHOLDER: 0.00 Please enter Textbook and Resource Equipment costs.

Post-Secondary Instituion

TOOLTIP: Please enter Post-Secondary Instituion costs.

PLACEHOLDER: 0.00

Facility

TOOLTIP: Please enter Facility costs.

PLACEHOLDER: 0.00

Instructor Certified Teacher

TOOLTIP: Please enter Instructor Certified Teacher costs.

PLACEHOLDER: 0.00

Non-Certified Staff

TOOLTIP: Please enter Non-Certified Staff costs.

PLACEHOLDER: 0.00

Student Transportation

TOOLTIP: Please enter Student Transportation costs.

PLACEHOLDER: 0.00

Other Costs

TOOLTIP: Please enter any Other costs.

PLACEHOLDER: 0.00

Total Actual

TOOLTIP: Please enter Total Actual costs.

PLACEHOLDER: 0.00

Total Startup

TOOLTIP: Please enter Total Startup costs.

PLACEHOLDER: 0.00

Total Ongoing Maintenance

TOOLTIP: Please enter Total Ongoing Maintenance costs.

PLACEHOLDER: 0.00

Total Non-Tuition/Other Student Fees

TOOLTIP: Please enter Total Non-Tuition/Other Student Fees.

PLACEHOLDER: 0.00

How do I find the student-facing data from DCRO on Transfer Alberta?



Transfer Alberta search

Are my courses or programs available for admissions, transfer credit, dual credit or other high school transitions?

Search Saved Searches 0 Contacts

Search

ABOUT YOU SEARCH TYPE SELECT PATHWAY INSTITUTIONS COURSES RESULTS

High School Transition Results:

[Download results](#)

Note:

Information changes often. Please confirm search results with your school. They will let you know if you can take the course and verify with the institution or organization you plan to attend. Current and future school year information is provided for some courses.

Psychology 1040

NorQuest College will deliver a University Transfer Psychology 1040 course in collaboration with a certificated high school teacher on school district site. Psychology 1040 transfer to multiple institutions such as the University of Alberta, MacEwan University, University of Calgary, Athabasca University, University of Lethbridge, Lakeland College and Thompson River University (as per ACAT agreements).

School District:

- Edmonton School District No. 7
 - Lillian Osborne High School
 - Metro Continuing Education

Courses:

- PSI3001 Introduction to Psychology (5 Credit)

Post-Secondary Institution: NorQuest College

Courses:

- PSYC 1040 (3 Credit)

[CLOSE ALL DETAILS](#)

Credential:

University Transfer

Instruction Delivery Model:

In-person

Location(s) of Instruction:

Lillian Osborne

Total Student Hours Required:

45

Cohort-Based Opportunity:

Yes

Start Date:

2018-09-05

End Date:

2019-08-02

Comments:

Pre-requisites include: English 20 - 1 with 60% or English 20-2 with 70% plus recommended co-requisite of English 30-1 or 30-2.

My Search

About me:

Post secondary student

Selected High School(s):

Lillian Osborne High School

Selected Courses:

PSI3001 - Introduction to Psychology

[RESET SEARCH](#)

[SAVE SEARCH](#)

How do I find more information about the DCRO, the LPS Catalog, and the LPS?

Go to the Learner Pathways section of the ACAT website:

<https://acat.alberta.ca/alberta-transfer-pathways/learner-pathways-system-lps/>

Who do I contact for assistance with the DCRO?

Send an email to the ACAT Secretariat: ae.lps@gov.ab.ca