

**Tri-County Technical College  
CNC Programming and Operations Program  
Technical Advanced Placement (TAP)**

**Competency Verification and Teacher Recommendation Form**

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**TCTC Courses: MTT 121/122 (Machine Tool Theory I: Machine Tool Practice I)  
MTT 124 (Machine Tool Practice II)**

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**SECTION I (For the student)**

**Please read this form completely, including Section III, TAP Policies and Disclosure Information.**

Please complete this section of the form and give it to your Machine Shop teacher.

Your Name (PLEASE PRINT): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ SSN: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

High School: \_\_\_\_\_ Grade: \_\_\_\_\_

**SECTION II (For the teacher)**

For the courses initialed below, I verify that this student has mastered the major course competencies listed on the back of this form (signifying mastery of all sub competencies shown on the syllabi for the designated courses), and I therefore recommend this student to enroll in the appropriate transition course sequence required for Technical Advanced Placement credit. Successful completion of the initial transition course with a grade of C or higher is required.

\_\_\_\_\_ MTT 121/122 (Machine Tool Theory I: Machine Tool Practice I)  
Transition course sequence: MTT 124, MTT 251, and MTT 252

\_\_\_\_\_ MTT 124 (Machine Tool Practice II)  
Transition course sequence: MTT 253 and EGT 165

Teacher Name (PLEASE PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of high school course(s) in which this student gained the required competencies for possible TAP credit:

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Date of course completion or expected completion: \_\_\_\_\_

Comments (if applicable): \_\_\_\_\_

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**SECTION III - Technical Advanced Placement (TAP) Policies and Disclosure Information**

1. It is the student's responsibility to provide the appropriate Tri-County Technical College curriculum program coordinator with all materials and documentation necessary to verify completion of TAP procedures.
2. The Tri-County Technical College program coordinator will keep accurate records to ensure that all College forms and processes associated with the awarding of academic credit are completed appropriately, and to ensure that the student's academic advisor is informed of his/her progress in completing TAP procedures.
3. The student will receive a copy of the Tri-County Technical College Advanced Standing Credit Form showing the courses for which he/she will receive credit.

4. When a student works with a College advisor to register for Tri-County Technical College courses, it is the student's responsibility to inform the advisor of any credit earned through TAP.
5. TAP credit earned will be documented as a grade of "E" on the student's official Tri-County Technical College transcript after he/she has been formally admitted to the College, has satisfactorily completed all TAP procedures, and has registered for one or more Tri-County Technical College courses. TAP credit will appear on his/her TCTC transcript at the end of the first term in which the previous three conditions have been met. "E" grades earn credit hours but do not affect the grade point average.
6. TAP credit earned may apply to a required course(s) or an elective course(s) depending on whether or not the course is listed as required for a specific curriculum in the College catalog. If a student enters a program at Tri-County Technical College for which that course is not required, the student may use the credit as elective credit, with the program coordinator's permission.
7. TAP credit earned at Tri-County Technical College does not imply or guarantee that such credit will be honored by other institutions of higher education.
8. A high school student will have one year following the time of his/her high school graduation to complete TAP procedures.
9. A high school student who successfully completes TAP exams but who does not successfully complete all the other procedures will have one year to complete the procedures and receive credit.
10. The program coordinator (or designee) may decide whether or not a student who does not successfully complete a TAP exam is eligible to retake the exam.
11. A high school student who takes a TAP exam will have his/her score kept on file in the appropriate department office for one year following the test date. A student who has completed TAP but who has not been admitted or enrolled will have his/her Advanced Standing Credit Form kept on file for one year.
12. All TAP exams will be developed, administered, and scored by Tri-County Technical College faculty and/or staff.

### Major Course Competencies

#### MTT 121 and 122 (Machine Tool Theory I; Machine Tool Practice I)

- § explain and use safe shop practices
- § measure with a machinist's rule, micrometers, gage blocks, height gages, and vernier calipers
- § evaluate cutting conditions and calculate the proper speeds and feeds for lathe, milling, and drilling operations
- X operate correctly a pedestal grinder, drill press, and metal cutting saw
- X perform facing, turning, knurling, threading, and taper cutting operations on a lathe
- X identify and use holding, striking, assembling, and hand-type cutting tools
- X operate a vertical milling machine to mill sides, slots, keyseats, and angles
- X use basic layout materials, tools and accessories

#### MTT 124 (Machine Tool Practice II)

- X compare and use different types of comparison measuring instruments
- X follow the proper procedure for reaming a hole accurately
- X select the proper grinding wheel and set up and operate a surface grinder to grind surfaces flat, parallel and perpendicular
- X recognize carbide cutting tools, their advantages and disadvantages, and their proper use
- X make the necessary calculations and set up a dividing head on a horizontal milling machine to mill a specified number of equally spaced slots around the circumference of a cylinder

**Please make a copy of this form for your records and mail the original to: Mr. Jonathan Daniel Harbin, CNC Program Coordinator, Tri-County Technical College, PO Box 587, Pendleton, SC 29670. (Questions regarding TAP procedures for CNC Technology should be directed to Mr. Jonathan Daniel Harbin, at 646-1330 or email [jharbin5@tctc.edu](mailto:jharbin5@tctc.edu).)**