

BIT/ELA Equivalency Process Step-by-Step

1. Establish a committee to review the Business & Information Technology (BIT) education course(s) for English Language Arts (ELA) equivalent status.
2. Review the knowledge and skills of the course the district is seeking for equivalency.
3. Perform a crosswalk of current standards for Business & Information Technology and English Language Arts. Use the sample crosswalk template on the [Business & Information Technology equivalency webpage](#). For the BIT/ELA program, a task force has already crosswalked courses that can be found on the BIT/ELA equivalency website. The final process is for the local teacher/committee to review the local curriculum to the crosswalk and include the number of days/hours and knowledge and skills.
4. Request school board approval for the equivalent course.
5. Submit all documentation which includes:
 - List of committee members and their titles
 - [PI 1803-BIT](#) form
 - Documentation of the equivalent course content/syllabus with instruction time
 - Completion of the crosswalk
6. The equivalent course will be documented on the student's transcripts by the school district using a standard identification system.
 - Example: Business Communication EE
 - The Business & Information Technology education equivalent course is to be listed under the Business & Information Technology education department. It is a Business & Information Technology education teacher teaching a Business & Information Technology education course. It is the district's decision to allow this course for the equivalent option.
7. The equivalent course documents will be reviewed and the school districts will be notified within 60 days of receipt.
8. If the equivalent course is accepted, the information will be entered into a database, which will be shared with the UW-System for their reference. The database will be updated annually and shared with the UW-System each year.