



Board of Regents

John R. Kasich, Governor  
Jim Petro, Chancellor

University System of Ohio

## Career-Technical Credit Transfer (CT)<sup>2</sup> Verification of Course/Program Completion

This form is to be used for students who completed approved Career-Technical courses and/or programs in order to verify their completion of the learning outcomes and to receive recommended credit and/or course equivalency at Ohio's public colleges/universities.

**Student:** Complete Part I of this form. Request an official high school or GED transcript to be sent to each college/university of your choice in addition to this form.

**NOTE:** Before requesting that the Verification of Course/Program Completion be sent to a college or university, please make certain that the college/university where you wish to enroll offers the technology major. The statewide guarantee of credit transfer applies only when the career-technical institution has an approved program/course and the college/university you are interested in attending offers the chosen technology. You are responsible for providing proof of your credentials and licenses. In some cases, online verification of a credential or license is the responsibility of the college or university (see Page 5).

**You are encouraged to visit with a financial aid officer at the destination institution to determine the impact on your eligibility for federal financial aid.**

**Part I:** To be completed by **Student** requesting verification:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

ID Number (SSN or Student ID): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

High School Graduation Date/Adult Workforce Education Program Completion Date \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Please send this form to the following college/university and department/office:

Name of Institution: \_\_\_\_\_

College Department/Office: \_\_\_\_\_

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

Signature of Requesting Student: \_\_\_\_\_ Date: \_\_\_\_\_

**NOT OFFICIAL WITHOUT ORIGINAL SEAL OR STAMP.  
STUDENT MUST NOT HAND-CARRY.**

**Career-Technical Institution (secondary and adult):**

Complete Part II and III of this form to verify the student's completion of approved (CT)<sup>2</sup> courses and programs. **This form must be used as a supplement to an official high school or GED transcript.** Apply an official stamp or raised seal and mail the form directly to the receiving institution. After completing, please keep a copy for your record.

**NOTE:** Career-Technical Institution's may make copies of the original form as long as an official stamp or raised seal **and** signature of the (CT)<sup>2</sup> Contact Person are applied on each copy before being mailed out.

**Part II: To be completed by Sending/Verifying Institution (Career-Technical Institution):**

**Mark "x" for which program/courses the student successfully completed that are approved for CTAN matches by the review panel in each area.**

*Note 1: CTAN stands for Career-Technical Articulation Number. It is a unique number assigned to the content areas. These areas can be viewed as courses and/or programs that students may have completed at your career-technical institution.*

*Note 2: Statewide guaranteed credit hour values shown are the values assigned to each CTAN and represent the guaranteed amount of credit to be awarded at the college/university.*

*Note 3: In order to assure the validity and accuracy of information on this form, please double-check on the OBOR's (CT)<sup>2</sup> website that your courses/programs have been approved for the (CT)<sup>2</sup> statewide guarantee at <http://www.ohiohighered.org/transfer/ct2>.*

*Note 4: Please make sure that the college/university your student is interested in attending offers the program that he/she has completed and is eligible for college credit through (CT)<sup>2</sup> statewide credit transfer guarantee.*

**FORM MUST BE SENT DIRECTLY TO THE RECEIVING INSTITUTION. STUDENT MUST NOT HAND-CARRY.**

Career Technical Assurance Guide (CTAG) Area	Program/ Course Completion Date (mm/dd/yyyy)	Career Technical Articulation Number (CTAN)	Approved for CTAN Match (Mark x)	Areas of Course/Program	Statewide Guaranteed Credit Hours
Automotive Technology		CTAUT001		Brakes	2 Sem.
		CTAUT002		Electrical	2 Sem.
		CTAUT003		Engine	2 Sem.
		CTAUT004		Suspension/Steering	2 Sem.
Culinary & Food Service Management		CTCF001		Sanitation & Safety	1 Sem.
		CTCF002		Intro to Hospitality & Tourism	2 Sem.
		CTCF003		Food Production Laboratory	2 Sem.
		CTCF004		Cooperative Work Experience	1 Sem.
Education <sup>1</sup>		CTED001		Introduction to Education (Must score at least 85 on portfolio— attach certificate to this form)	2-3 Sem.
Electrical Engineering Technology		CTEET001		DC Circuits	3 Sem.
		CTEET002		Digital Electronics	4 Sem.
		CTEET003		Programmable Logic Controllers	3 Sem.
Emergency Medical Technician*		CTFR001		First Responder	2 Sem.
		CTEMTB002		Emergency Medical Technician – Basic	7 Sem.
		CTEMTI003		Emergency Medical Technician – Intermediate	8 Sem.
		CTEMTP004		Emergency Medical Technician – Paramedic	30 Sem.

Career Technical Assurance Guide (CTAG) Area	Program/ Course Completion Date (mm/dd/yyyy)	Career Technical Articulation Number (CTAN)	Approved for CTAN Match (Mark x)	Areas of Course/Program	Statewide Guaranteed Credit Hours
Fire Fighter		CTVFF001		Volunteer Fire Fighter	1 Sem.
		CTFFI002†		Fire Fighter I	5 Sem.
		CTFFII003††		Fire Fighter II	10 Sem.
		CTFSI001		Fire Service Instructor	3 Sem.
		CTFINSP001		Fire Safety Inspector	3 Sem.
Heating Ventilation Air Conditioning/Refrigeration		CTHVAC001		(Must complete the entire program)	22 Sem.
Information Technology^		CTIT001		Basic (Must pass the OCTA end of program assessment)	3 Sem.
		CTIT002		Network +	3 Sem.
		CTIT003		A+ Essentials	3 Sem.
		CTIT004		A+ Technician	3 Sem.
		CTIT005		Intro to Desktop Operating Systems	3 Sem.
		CTIT006		Intro to User Support	3 Sem.
		CTIT007		Cisco/CCNA Exploration I	3 Sem.
		CTIT008		Cisco/CCNA Exploration II	3 Sem.
		CTIT009		Cisco/CCNA Exploration III	3 Sem.
		CTIT010		Cisco/CCNA Exploration IV	3 Sem.
		CTIT011		Windows Desktop Operating Systems	3 Sem.
		CTIT012		Microsoft .NET Framework Application Development Foundation	3 Sem.
		CTIT013		Managing & Maintaining a Microsoft Windows Server Environment	3 Sem.
Mechanical Engineering Technology		CTMET004		Manufacturing Processes	3 Sem.
		CTMET005		CADD	3 Sem.
Medical Assisting		N/A		MAT Program (must complete all 7 CTAN areas)	18 Sem.
Medical Office Secretary		CTMOS001		Document Formatting	3 Sem.
		CTMOS002		Medical Transcription	3 Sem.
		CTMOS003		Introduction to Office Administration	3 Sem.
		CTMOS004		Medical Terminology	3 Sem.
		CTMOS005		Records Management	3 Sem.
		CTMOS006		Medical Coding	3 Sem.
		CTMOS007		Medical Billing	3 Sem.
Ohio Peace Officer Basic Training		OPBTI001		(Must complete the entire program)	16 Sem.
Pharmacy Technician		CTPT001		Introduction to Pharmacy Technician	5 Sem.
		CTPT002		Pharmacy Concepts	5 Sem.
		CTPT003		Pharmacy Laboratory/Clinical Experience	3 Sem.
Phlebotomy		CTP001		Phlebotomy	3 Sem.
Practical Nursing to Pre-Licensure Associate Degree Nursing		CTPNNUR001~		(Must complete the entire program)	Credit applied toward Associate Degree Nursing

Career Technical Assurance Guide (CTAG) Area	Program/ Course Completion Date (mm/dd/yyyy)	Career Technical Articulation Number (CTAN)	Approved for CTAN Match (Mark x)	Areas of Course/Program	Statewide Guaranteed Credit Hours
Renewable Energy		CTAE001		Introduction to Alternative and Renewable Energy	3 Sem.
		CTS001		OSHA 10 Hour Safety	1 Sem.
		CTPS001		Solar Photovoltaic	3 Sem.
Welding		CTW001		TIG (GTAW) Plate Welding	3 Sem.
		CTW002		TIG (GTAW) Pipe Welding	3 Sem.
		CTW003		SMAW Plate Welding	3 Sem.
		CTW004		SMAW Pipe Welding	3 Sem.
		CTW005		GMAW Plate Welding	3 Sem.
		CTW006		GMAW Pipe Welding	3 Sem.

- <sup>1</sup> Students must enroll in an institution with an appropriate education program and apply for the statewide credit transfer guarantee within two years of completing their program.
- \* EMT curricula leading to the various credentials are separate endeavors. That is, the EMT-B curriculum does not replace any portion of the EMT-I or P curriculum. The same is true for the EMT-I curriculum. It does not replace any portion of either the EMT-B or P curriculum. Thus, students holding EMT-B certificates desiring to advance to EMT-I or EMT-P are required to take all portions of the EMT-I or EMT-P curriculum and would earn credits assigned to each curriculum by the college or university. However, the state statute allows medical and program directors to award "previous training credit" for those holding EMT-I certificates who desire to enter an EMT-P training program. As a result, students could earn 30 semester hours for EMT-P, in addition to 8 semester hours toward EMT-I.
- † If a student has successfully completed and earned credit for Volunteer Fire Fighter, 4 Semester credits will be awarded toward Fire Fighter I.
- †† If a student has successfully completed and earned credit for Fire Fighter I (or Volunteer Fire Fighter and Fire Fighter I), 5 Semester credits will be awarded toward Fire Fighter II.
- ~ Students who completed approved courses or programs have 36 months to take advantage of the statewide credit transfer guarantee in Information Technology courses.
- ˘ Awarded credits are variable but are to be 30% of the nursing technical credits in the associate degree pre-licensure registered nursing program.

**Important: To ensure credit transferability in any CTANs, except for Education, it is recommended that eligible students apply for statewide guarantees within three years of program/course completion or within the currency of their certificate or license.**

<p><b>Part III:</b> To be completed by <b>Sending/Verifying Institution (Career-Technical Institution):</b>                  Name of Institution: Clay High School, Oregon City Schools                  High School or Adult Workforce Education (AWE): _____                  Address: 5665 Seaman Road _____                  _____ Oregon, Ohio 43616                  Phone #: (419) 693-0668                  Name of (CT)<sup>2</sup> Contact Person: Steven D. Bialorucki                  Title of (CT)<sup>2</sup> Contact Person: Director of Career &amp; Technology Education</p>		<div style="border: 1px solid black; padding: 20px; width: 150px; margin: 0 auto;">                     OFFICIAL SEAL OR STAMP HERE                 </div>
Signature of (CT) <sup>2</sup> Contact Person: _____ Date: _____		
<p><b><u>IMPORTANT</u></b></p> <p>Completed Verification Forms should be mailed to the specific college/university address located on the (CT)<sup>2</sup> website:  <a href="https://ohiohighered.org/files/uploads/transfer/CT2/Verification%20Form%20Mailing%20Addresses_0.pdf">https://ohiohighered.org/files/uploads/transfer/CT2/Verification%20Form%20Mailing%20Addresses_0.pdf</a></p>		

**Part IV: For the Receiving Institution (College or University):** Course credit must be awarded to the matriculating student with verified CTAN numbers in one of two ways:

1. A course or program for which your institution has received (CT)<sup>2</sup> approval from the faculty review panel. In such cases, the courses and their associated credit hours will be transcribed and applied to the applicant's technical major.
2. In the absence of an equivalent course, and when the institution offers the technical program, credit will be granted by the receiving institution that is no less than the value of the guaranteed credit hours for that Career-Technical Articulation Number (CTAN) or Career-Technical Articulation Guide (CTAG) with the specifics determined by the receiving institution. The Management Report on OBOR's website shows whether your institution must award college credit in a particular technology.

In order to verify the accuracy of information, please assure that the sending institution offers courses/programs that have been approved by the CTAG faculty panels for receiving college course equivalency credit. Approved course/program information and Management Reports for both career-technical institutions and colleges/universities are available on the OBOR website at <http://www.ohiohighered.org/transfer/reportingsystem>.

Students must show appropriate credentials to or request for online verification by each college/university in each CTAN/CTAG that they have successfully completed. See the list of credentials on Page 7. Also, the OBOR Articulation and Transfer Team has been working on posting sample credentials on (CT)<sup>2</sup> website.

***Please don't forget to encourage students requesting college credit through (CT)<sup>2</sup> statewide guarantee to meet with a financial aid officer at your institution to determine the impact on the student's eligibility for federal financial aid.***

#### **IMPORTANT**

**Education CTAG/CTAN is time-sensitive. Completers must enroll in a college/university with an education program and apply for the statewide credit transfer guarantee within two years of completing their tech-prep program.**

***To ensure credit transferability in any CTANs, it is recommended that eligible students apply for statewide guarantees within three years of completing their courses and/or programs or within the currency of their certificate or license***

Receiving institutions may contact (CT)<sup>2</sup> coordinators when questions or issues arise. A list of (CT)<sup>2</sup> coordinator contact information is available on the Ohio Board of Regents website at <http://www.ohiohighered.org/transfer/ct2>.

Should you have questions about Verification of Course/Program Completion Form or Career-Technical Credit Transfer (CT)<sup>2</sup>, please contact Ryan Cupp at [rcupp@regents.state.oh.us](mailto:rcupp@regents.state.oh.us) or 614-752-9474.

### List of Needed Credentials and/or Licenses

#### Student

These are the list of credentials or licenses you must show to the college/university to be eligible for receiving college credit through (CT)<sup>2</sup> statewide guarantee. **You are encouraged to visit with a financial aid officer at the destination institution to determine the impact on your eligibility for federal financial aid.**

#### College/University

The (CT)<sup>2</sup> statewide guarantee is available to applicants who hold the following credentials and/or licenses. Please verify these credentials/licenses upon application and admission to your institution.

(CT) <sup>2</sup> Technology	Required Credential or License
<b>Automotive</b>	Passage of NATEF End of Program Assessment or ASE Certification in Respective Technology: Brakes, Electrical, Engine, & Suspension/Steering
<b>Basic Police Officer</b>	Current and Valid Ohio Basic Peace Officers Training Certificate
<b>Culinary</b>	<b>Sanitation &amp; Safety</b> - Current NRA ServSafe Certificate <b>Intro to Hospitality &amp; Tourism</b> – Current ORA ProStart Certificate <b>Food Production Lab</b> – Current NRA ServSafe Certificate <u>and</u> ORA ProStart Certificate and/or ACFEFAC Junior Culinarian Certificate <b>Cooperative Work Experience</b> – Current ORA ProStart Certificate
<b>Education</b>	A score of 85 or Higher on the Tech-Prep Education Portfolio
<b>Electrical Engineering Technology</b>	No need to show credentials.
<b>EMT</b>	Current Ohio First Responder, EMT-B, EMT-I, or EMT-P Certificate (Note: the credential depends on the level to which the student is applying). Online verification is also available for colleges/universities at <a href="https://www.dps.state.oh.us/certrenewal/Verification.aspx">https://www.dps.state.oh.us/certrenewal/Verification.aspx</a> .
<b>Fire Fighting</b>	Current Ohio Fire Fighter Certification as a Volunteer Fire Fighter, Fire Fighter I, Fire Fighter II, Fire Service Instructor, or Fire Safety Inspector (Note: the credential depends on the level to which the student is applying)
<b>HVAC/R</b>	Current and Valid HVAC Excellence, NCCER, or ICE Certification
<b>Information Technology</b>  <b>Must access credit within 3 years of program/course completion or within the currency of certificate or license.</b>	<b>Basic</b> – Passage of OCTA End of Program Assessment, IC <sup>3</sup> Certificate, or ICDL Certificate <b>Network +</b> - Passage of OCTA End of Program Assessment, CompTIA Network + Certificate, Cisco Certified Network Associate (CCNA) Certificate, or Cisco Certified Entry Network Technician (CCENT) Certificate <b>A + Essentials</b> – Passage of OCTA End of Program Assessment or CompTIA A+ Essentials Certificate <b>A + Technician</b> - CompTIA A+ Essentials Certificate <b>Intro To Desktop Operating System</b> – Passage of OCTA End of Program Assessment <b>Intro to User Support</b> – Passage of OCTA End of Program Assessment or Microsoft Certified Desktop Support Technician (MCDST) Certificate <b>Cisco/CCNA Exploration I</b> – CCNA Certificate, CCENT Certificate, or Passage of Semester Tests in Cisco/CCNA Discovery I & II or Cisco/CCNA Exploration I <b>Cisco/CCNA Exploration II</b> – CCNA Certificate, CCENT Certificate, or Passage of Semester Tests in Cisco/CCNA Discovery III & IV or Cisco/CCNA Exploration II <b>Cisco/CCNA Exploration III</b> – CCNA Certificate or Passage of Semester Test in Cisco/CCNA Exploration III <b>Cisco/CCNA Exploration IV</b> – CCNA Certificate or Passage of Semester Test in Cisco/CCNA Exploration IV <b>Windows Operating Systems</b> - Current Microsoft Windows Desktop Operating Systems Certification (MS Exam 70-271 or updated test) <b>Microsoft .NET Framework</b> - Current Microsoft .NET Framework–Application Development Foundation (MS Exam 70-536) <b>Windows Server</b> - Microsoft Managing & Maintaining a Microsoft Windows Server 2003 Environment (MS Exam 70-290)
<b>Mechanical Engineering Technology</b>	No need to show credentials.
<b>Medical Assisting</b>	CMA-AAMA or RMA-AMT
<b>Medical Office Secretary</b>	The applicant must provide proof to the receiving institution that she/he has completed a Medical Office Secretary training course offered by a public assisted Ohio career-technical institution or state supported college with a passing score of 70%.

<b>Nursing</b>	LPN and ONAM Transition Course (Course equivalency credit will be given after completing an ONAM Transition Course at the College). The receiving institution must visit Ohio Board of Nursing website at <a href="https://license.ohio.gov/lookup/">https://license.ohio.gov/lookup/</a> in order to verify LPN licenses.
<b>Pharmacy Technician</b>	To be eligible for credit applicants must hold the Pharmacy Technician Certification Board (PTCB) credential.
<b>Phlebotomy</b>	The American Society for Clinical Pathology (ASCP) phlebotomy credential is required. Eligibility for this credential is high school diploma and completion of a program approved by the National Accreditation Agency for Clinical Lab Sciences or high school diploma and completion of a course with 40 hours of didactic and 100 hours of clinical training. Based on ASCP requirements students must have "a minimum of 100 successful unaided blood collections including venipuncture's and skin punctures."
<b>Renewable Energy</b>	No Need to show a credential for Introduction to Alternative and Renewable energy or Solar Photovoltaic. For OSHA 10 hour Safety the student must present their Safety Card.
<b>Welding</b>	To receive credit for any of these courses the student must present the appropriate certification in the specific Welding Discipline for which credit transfer is sought. The student must be tested through the AWS/ASME standards from a school accredited through SENSE or NCCER.

## Student

- Consults with the Career-Technical Institution about receiving college course equivalency credit through (CT)<sup>2</sup> statewide guarantee.
- Contacts the college/university of his/her choice to make sure that the degree program for which he/she is requesting college course equivalency credit is offered.
- Fills out the (CT)<sup>2</sup> Verification of Course/Program Completion Form Part I.
- Requests high school or GED transcript as well as the Verification of Course/Program Completion Form be sent to the college/university.
- Presents credentials to the receiving institution after that college/university receives the course/program verification form.
- Visits with a financial aid officer at the receiving institution to determine the impact on the eligibility for federal financial aid.

## Career-Technical Institution

- Fills out Part II and III of the Verification of Course/Program Completion Form.
- Verifies on OBOR's website<sup>1</sup> that the course/program that the student has successfully completed has been approved for (CT)<sup>2</sup> by faculty review panel and carries the statewide guarantee.
- Informs the student that he/she must show appropriate credentials to the college/university.
- Applies official stamp or raised seal **and** (CT)<sup>2</sup> contact person's signature on the verification form.
- Mails out the verification form and official career center transcript (if available) directly to the college/university. If the official transcript is produced by the student's "home" school, the guidance office at the home school must send out the transcript directly to the college/university. The verification form will serve as a supplement to the official transcript.
- **Note:** You may use the Verification of Course/Program Completion Form as part of the student's Passport Portfolio. Initially, you may have the student fill out Part I of the form except for the college/university information. Then, you may copy the form as needed as long as the student completes the college/university information and you apply an official stamp or raised seal **and** (CT)<sup>2</sup> contact person's signature on each form.

## Receiving Institution (College/University)

- Receives Verification of Course/Program Completion Form, high school or GED transcript, and career-technical institution's transcript (if available) in mail (these items could arrive at your institution separately).
- Verifies the student's appropriate credentials.
- Verifies on OBOR's website<sup>1</sup> that the courses/programs at both career-technical institution and the college/university carry the statewide course equivalency guarantee.
- Checks on Management Report through OBOR's website<sup>1</sup> whether the college/university must award college credit under the (CT)<sup>2</sup> statewide guarantee if no equivalency has been approved by the faculty review panel.
- Encourages students to visit with a financial aid officer at the institution to determine the impact on their eligibility for federal financial aid.
- Awards appropriate college course equivalency credit if course equivalency has been approved by the faculty review panel.
- Awards at least the statewide guaranteed credit hours toward the student's major with the specifics determined by the destination college/university if no equivalency has been approved by the faculty review panel.
- Notifies the student.