



Ohio Department of Higher Education

(CT)² Professional Development
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Presenter

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Overview of Today's Presentation

- FY19 spring review cycle
- CEMS user account requests
- Course/program submissions
- Certificates of Affirmation
- Resources to assist you

FY19 Spring Review Cycle

Important review date reminders:

- CTAG submissions due March 1, 2019*
- Faculty panel reviews begin March 8, 2019
- Faculty panel reviews end April 8, 2019

*Institutions submitting courses with a Certificate of Affirmation are encouraged to submit courses through the duration of the spring review cycle. These requests will be administratively reviewed and approved by ODHE staff.

CEMS User Account Requests

When submitting new CEMS user account requests*, only the following roles should be selected:

- Institution User
- CTAG Coordinator

Accounts may be requested by visiting:

https://cems.regents.ohio.gov/pg_request

*Please be sure to retain your user name and password as ODHE staff does not have access to user passwords.

CEMS User Account Requests

Role of the Institution User

- Can develop and submit courses/matches in CEMS.
- Can view all submissions in CEMS submitted by the institution.

Role of the CTAG Coordinator

- Work with content experts at your institution to develop a course inventory and a match.
- Review the submission and forward (when complete) on to the ODHE Coordinator to continue the review process.
- Work in conjunction with the ODHE Coordinator and institutional content experts in the event the submission is returned.

Course/Program Submissions

1. Review your list of courses offered in each career field pathway.
2. Compare those courses to the statewide courses on the correlating CTAG.
3. If the EMIS/subject code matches, submit your course.

My CTE Courses

Foundations of Education and Training	350002
Early Childhood Education Principles	350205
Child and Adolescent Development	350035
Classroom Management	350030
Curriculum and Instruction for Early Childhood Education	350235
Health, Safety and Nutrition	350230
Infant and Toddler Education	350210
Early Childhood Education Language and Literacy	350215
Early Childhood Education Observation and Assessment	350220
Communities, Schools and Stakeholders	350225
Education and Training Capstone	350400

Statewide Courses

CTECE001-Introduction to Early Childhood Education (350205)

CTECE002-Health, Safety, and Nutrition (350230)

CTECE003-Infant and Toddler Curriculum (350210)

Course/Program Submissions

When developing courses/matches, please be mindful of the following:

1. Be sure to create your submission in CEMS as a course, not a program. Any submission with a Certificate of Affirmation should be submitted as a course.
2. Although the same ODE course may be offered in multiple pathways (e.g., Medical Terminology), it will only align to one CTAN. As a result, an institution should only submit one request for approval for the course alignment to the CTAN. Institutions should not submit the same course multiple times for the same CTAN just because it is offered in multiple pathways at the institution.
3. If you have a course/match in draft status and are having difficulty accessing and/or modifying the existing course/match, please contact ODHE for assistance rather than creating duplicate matches.

Certificates of Affirmation

CERTIFICATE OF AFFIRMATION

This certificate is submitted on behalf of the _____ program

Operated by _____ (District) _____ (District IRN)

Offered at _____ (Building) _____ (Building IRN)

Offered at _____ (Building) _____ (Building IRN)

I affirm that the secondary school at which I am employed is offering educational content that is part of a statewide career-technical articulation and with my school's participation and support, I am helping to provide opportunities for post-secondary credit for our career-technical education students in _____. By submitting to the statewide Course Equivalency Management System (CEMS), I am seeking approval for my secondary school to participate in the statewide career-technical articulation agreement in the aforementioned technical area. I certify that I have read the guiding documents provided by the Ohio Department of Higher Education that provide the statewide learning outcomes (and where applicable, instructional resources), and I agree to cover these topics with my students in the teaching and learning environment. I further agree to share the associated documents and materials with colleagues within my school who are teaching the same courses for which institutional approval might be granted.

I understand that the goal of statewide articulation and transfer is to teach a common set of statewide learning outcomes, so that students can move seamlessly through the secondary to postsecondary systems. I understand that at the completion of my course(s), I must certify in good faith, that the student has met all of the learning outcomes in the statewide articulation agreement, and has passed the appropriate course and measurements.

Courses in program (name & EMIS #): _____

Teacher Name _____ Teacher Signature _____ Date (MM/DD/YYYY) _____
Principal/Career-Technical Director Name _____ Principal/Career-Technical Director Signature _____ Date (MM/DD/YYYY) _____

L:\articulation_and_transfer\CT2\SCTM\Implementation\Affirmation Certificate revised: 1.10.2015

https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/transfer/CT2/Certificate%20of%20Affirmation_3.10.2015.pdf

- Institutions submitting courses for review utilizing the Certificate of Affirmation document must ensure that their program has CTE-26 approval from the Ohio Department of Education.
- Please ensure the following before finalizing and submitting the match:
 - The district and location names and IRNs listed on the certificate match those selected in the course inventory.
 - The ODE course name and EMIS code listed on the certificate match those selected in the course inventory and match.
 - All of the necessary signatures and dates have been obtained.



ODHE Resources to Assist You



Department of
Higher Education

 **Ohio**HigherEd.org

Career-Technical Credit Transfer (CT)² Page

DEPARTMENT OF HIGHER EDUCATION | STUDENTS | EDUCATORS | BUSINESS | AGENCY INITIATIVES | NEWS | CONTACT

Home » Educators » Credit Transfer

Career-Technical Credit Transfer (CT)²

This site is dedicated to information on Ohio's Articulation and Transfer Policy. Students are guaranteed the transfer of applicable credits among Ohio's public colleges and universities and equitable treatment in the application of credits to admissions and degree requirements. (CT)² helps more high school and adult career-technical students to go to college and enter with college credit, technical credit saves students money and time, and Ohio business and industry will benefit from more employees with higher education and advanced skills. This site provides information on career-technical course work that students can complete and transfer. It also provides information for campus staff to facilitate program approval for their career-technical programs

Students who successfully complete specified technical programs are eligible to have technical credit transfer to public colleges and universities. This transfer of credit is described in Career-Technical Assurance Guides (CTAG). CTAGs are advising tools that assist students moving from Ohio secondary and adult career-technical institutions to Ohio public institutions of higher education.

For information about this initiative, visit the following pages:

- Basic Information
- (CT)² Archives
- CTAG Descriptions
- Approved Programs and Courses
- Expected Compliance
- Secondary Career-Technical Alignment Initiative (SCTAI)
- (CT)² Directory
- Earning College Credit
- Submission and Review Timeline
- How to Submit/CEMS
- Verification Form Website

We hope this site is helpful for students, parents and campus personnel. This initiative is designed to assist in planning, from the high school and adult workforce level through the college or university level.

Related Links

Earning College Credit: Options for Career-Technical Students
Explore options for career-technical students to earn college credit. ... [Read More](#)

Educators

- ▶ Academic Program Approval
- ▶ Budget & Financial
- Campus Completion Plans
- ▶ Campus Safety & Security
- College Readiness and P-16 Connections
- ▼ **Credit Transfer**
 - ▶ Academic Calendar Conversion
 - ▶ Advanced Placement (AP)
 - ▶ Apprenticeship Pathways
 - ▶ Articulation & Transfer Clearinghouse (ATC)
 - ▶ Articulation & Transfer Policy
 - Branding
 - ▼ **Career-Technical Credit Transfer (CT)²**
 - (CT)² Basic Information
 - (CT)² Directory
 - Archives
 - Career-Technical Assurance Guide (CTAG) Descriptions
 - Earning College Credit
 - Expected Compliance
 - ▶ How To Submit
 - ▶ OCTANE Event
 - ▶ SCTAI
 - ▶ CEMS Support
 - College Credit for Military Experience
 - College-Level Examination Program (CLEP)
 - Credit When It's Due
 - Course Reporting System
 - Faculty and Staff Resources
 - ▶ Foreign Language Initiative
 - ▶ Guaranteed Transfer Pathways
 - ▶ Ohio Transfer Module (OTM)
 - Research
 - ▶ Transfer Assurance Guides (TAGs)
 - Transfer to Degree Guarantee

<https://www.ohiohighered.org/transfer/ct2>

The (CT)² page provides numerous links to information that provides historical context, CTAG descriptions, compliance, review and submission processes, verification form processes, and a staff directory.

How To Submit

From the home page...



<https://www.ohiohighered.org/transfer/ct2/submit>

▼ Credit Transfer

- ▶ Academic Calendar Conversion
- ▶ Advanced Placement (AP)
- ▶ Apprenticeship Pathways
- ▶ Articulation & Transfer Clearinghouse (ATC)
- ▶ Articulation & Transfer Policy
- Branding

➔ Career-Technical Credit Transfer (CT)²

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- (CT)² Directory
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- Earning College Credit
- Expected Compliance
- ➔ How To Submit
 - ▶ OCTANE Event
 - ▶ SCTAI

How To Submit

- Guidelines for Submitting Courses, Programs, and Syllabi to (CT)²
- CEMS Support
- Click Play Do Videos

YOUTUBE OHIOHIGHERED



powered by embedly

Links Referenced in This Video:

- [CTAG Descriptions](#)
- [Transfer to Degree Guarantee](#)
- [CEMS System](#)
- [Career Technical Assurance Guide Program/Course Reporting System](#)

CTAG Guidance Document

Career-Technical Assurance Guide (CTAG) Guidance Document (Updated August 21, 2018)

Career-Technical Assurance Guide (CTAG) Technology		Career-Technical Articulation Numbers (CTANs)	Required National/State Accreditation and/or Approval for Adult, Secondary & Higher Education Institutions	EMIS Code	ODE Course	Requirements/Credentials/Licenses Needed to Access College Credit (For most courses, students must matriculate to an institution of higher education within three years of completing the secondary program or within the currency of an industry certification.)		
						Course Grade	End-of-course exam score	Other Requirements
Administrative and Professional Support	Office Procedures	CTAPS001 (3 Semester)	Certificate of Affirmation can be used for course submission through CEMS.	142005	Office Management	"C" or better	54 or higher	N/A
	Crop Production	CTAGP001 (3 Semester)	Certificate of Affirmation can be used for course submission through CEMS.	010620	Agronomic Systems	"C" or better	50 or higher	N/A
Agribusiness and Production Systems	Soil Fertility and Fertilizers	CTAGP002 (3 Semester)		010610	Greenhouse and Nursery Management	"C" or better	63 or higher	N/A
	Agribusiness Management	CTAGP003 (3 Semester)		010115	Business Management for Agricultural and Environmental Systems	"C" or better	63 or higher	N/A
Air Transportation	Air Transportation	CTAIR001 (3 Semester)	Certificate of Affirmation can be used for course submission through CEMS.	177020	Aviation Airport Management	"C" or better	73 or higher	N/A
	Aircraft Ground Operations	CTAIR002 (3 Semester)	Sending school must be approved by Federal Aviation regulations with Part 147 certification to be eligible to transfer credit to a Part 147 program. Students from sending schools that are not Part 147 certified can only transfer credit to a non-Part 147 certified institution that offers this content.	177014	Aviation Maintenance General	"C" or better	71 or higher	N/A
	Aviation Meteorology	CTAIR003 (3 Semester)	Certificate of Affirmation can be used for course submission through CEMS.	177019	Aviation Meteorology	"C" or better	72 or higher	N/A
	Introduction to Aviation	CTAIR004 (3 Semester)	Certificate of Affirmation can be used for course submission through CEMS.	177013	Aviation	"C" or better	74 or higher	N/A
	Private Pilot Theory	CTAIR005	Teacher must be an FAA-certified flight instructor.	177001	Aviation Pilot Training	"C" or better	N/A	Pass the FAA Private Pilot Airplane Certificate written exam.
Animal Science and Management	Introduction to Animal Science	CTASM001 (3 Semester)	Certificate of Affirmation can be used for course submission through CEMS.	010910	Animal Science and Technology	"C" or better	50 or higher	
Automotive Technology	Introduction to Automotive Service and Repair	CTAUT005 (2 Semester)	National Automotive Technicians Education Foundation (NATEF) Program Accreditation.	177000	Ground Transportation Maintenance	"C" or better	N/A	Complete a NATEF accredited program at an approved secondary career-technical center or an adult career-technical center. Pass the ASE/NATEF Student Examination for Maintenance and Light Repair or Automobile Service and Technology.
	Introduction to Medium and Heavy Transportation Equipment Technology	CTAUT006 (2 Semester)		177000*	Ground Transportation Maintenance (*Not all secondary institutions will possess NATEF accreditation to teach this component.)	"C" or better	N/A	Complete a NATEF accredited program at an approved Ohio adult career-technical institution and pass the ASE/NATEF Examination for Medium/Heavy Truck Service and Repair. Secondary students pass the ASE/NATEF Examination for Medium/Heavy Truck Service and Repair and matriculate to an institution of higher education with an approved program.

<https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/transfer/CT2/v2.1All%20CTAGs.pdf>

The CTAG Guidance document aligns the ODE course and EMIS Code with the CTAG/CTAN, identifies the type of review, and lists the requirements for students to be eligible to access college credit.

CTAG Course Reporting System

Career Technical Assurance Guide Program/Course Reporting System

Introduction

The Career-Technical Credit Transfer (CT)² Approved Course and Program Reporting System is a resource for students, parents, and administrators to identify courses/programs that have been approved through the (CT)² process and that are eligible to transfer to Ohio public institutions of higher education.

If you are looking for lists of approved courses/programs that are guaranteed to transfer, select "Approved Course/Program List" as your search type. If you want to determine how your courses will transfer to a specific destination, select "Course/Program Equivalency Comparison" as your search type. After making your selection, please click the "Directions" button for information on the definitions of terms and how to use the search inquiry system. After completing your search, for information regarding what the results mean, please click the "Understanding the Results" button. In order to interpret the results correctly, it is advised that you read the directions and definitions before using the search functions.

If you cannot find your school/district in drop down menus below, please look at this [cross referencing of names](#).

In order to view the applicable credit hours for your career-technical courses, review [this list](#) (PDF) and find your credit!

[Course Change History](#)

Select your search type:

- Approved Course/Program List
 Course/Program Equivalency Comparison

[Directions on How to Use](#)

Current Institution:

Program:

Equivalency ID:

Term/Year Taken:

Program/Course Level: Adult Secondary Collegiate

https://reports-cems.transfercredit.ohio.gov/pg_9?::NO:9::

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