Ohio Department of Higher Education

(CT)² Professional Development
February 1, 2019
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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
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.
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.
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.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>EMIS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Education and Training</td>
<td>350002</td>
</tr>
<tr>
<td>Early Childhood Education Principles</td>
<td>350205</td>
</tr>
<tr>
<td>Child and Adolescent Development</td>
<td>350035</td>
</tr>
<tr>
<td>Classroom Management</td>
<td>350030</td>
</tr>
<tr>
<td>Curriculum and Instruction for Early Childhood Education</td>
<td>350235</td>
</tr>
<tr>
<td>Health, Safety and Nutrition</td>
<td>350230</td>
</tr>
<tr>
<td>Infant and Toddler Education</td>
<td>350210</td>
</tr>
<tr>
<td>Early Childhood Education Language and Literacy</td>
<td>350215</td>
</tr>
<tr>
<td>Early Childhood Education Observation and Assessment</td>
<td>350220</td>
</tr>
<tr>
<td>Communities, Schools and Stakeholders</td>
<td>350225</td>
</tr>
<tr>
<td>Education and Training Capstone</td>
<td>350400</td>
</tr>
</tbody>
</table>

### Statewide Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>EMIS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTECE001-Introduction to Early Childhood Education</td>
<td>(350205)</td>
</tr>
<tr>
<td>CTECE002-Health, Safety, and Nutrition</td>
<td>(350230)</td>
</tr>
<tr>
<td>CTECE003-Infant and Toddler Curriculum</td>
<td>(350210)</td>
</tr>
</tbody>
</table>
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

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
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.ohiohighereducation.org/transfer/ct2/submit
How To Submit

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

Links Referenced in This Video:
- CTAG Descriptions
- Transfer to Degree Guarantee
- CEMS System
- Career Technical Assurance Guide Program/Course Reporting System
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.
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.

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