Career-Tech Credit Transfer (CT)²
Verification of Course Completion Form for Administrative and Professional Support

Instructions: Students complete Part I of this form and submit it to their career-technical teacher/CTE official to complete Part II and Part III. To ensure award of credit, all parts of the form and evidence that the student has met all requirements for accessing the credit should be submitted together to each institution of the student’s choice. The Verification of Course Completion Form must be sent by a school official and not submitted by the student.

**PART I: To be completed by the student requesting verification.**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
<th>Middle Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of Birth: ____________________________

High School Graduation Date: ____________________________________________

Home Address: __________________________________________________________

Primary Phone: __________________ Secondary Phone: ______________________

Email: _________________________________________________________________

Please send this form to the following college/university:

Not sure if the institution you’re interested in attending offers a similar program? You can check to see where you may be eligible to receive credit by visiting the Transfer to Degree Guarantee site and selecting “Administrative and Professional Support” from the program list (Step 1) and the school district you attended (Step 2).

Name of Institution: ____________________________________________________

College Department/Office: _____________________________________________

Address: _____________________________________________________________

Name of Institution: ____________________________________________________

College Department/Office: _____________________________________________

Address: _____________________________________________________________

Student Signature: __________________ Date: __________________________
**PART II: To be completed by a teacher/official from the career-technical education institution.**

### Administrative and Professional Support

<table>
<thead>
<tr>
<th>ODE Course</th>
<th>EMIS Code</th>
<th>CTAN</th>
<th>CTAN Name</th>
<th>Credit hours (semester)</th>
<th>Term course completed (Term/Year)</th>
<th>Initial here to indicate that the student has met all requirements to access post-secondary credit*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Management</td>
<td>142005</td>
<td>CTAPS001</td>
<td>Office Procedures</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The student must successfully complete the course and earn the required score on the WebXam. Please ensure that the student earned the required score at the time the exam was taken. Students must access the credit within three years of graduation.*

<table>
<thead>
<tr>
<th>ODE Course</th>
<th>EMIS Code</th>
<th>CTAN</th>
<th>CTAN Name</th>
<th>Required WebXam Score by Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Management</td>
<td>142005</td>
<td>CTAPS001</td>
<td>Office Procedures</td>
<td>54 or higher</td>
</tr>
</tbody>
</table>

CTAG/CTAN approval may be verified by visiting the [Course Reporting System](#).
Part III: To be completed by an administrator/director from the CTE institution.

Name of institution:  

Address:  

Name of (CT)² Contact Person:  

Title of (CT)² Contact Person:  

Phone:  

Email:  

Signature of (CT)² Contact Person:  

Date:  

OFFICIAL SEAL OR STAMP HERE

Contact Information

If problems arise during the process, contact the appropriate institution representative:

- Higher Education Institution
- Career-Technical Education Institution

Questions about CTAG requirements may be directed to Ohio Articulation and Transfer Network staff at:

Shane DeGarmo  
614.644.6767  
sdegarmo@highered.ohio.gov

Nikki Wearly  
614.728.2662  
nwearly@highered.ohio.gov

Updated September 30, 2019