Career-Technical Credit Transfer (CT)²
Verification of Course Completion Form for Air Transportation

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.

First Name: ___________________________ Last Name: ___________________________ Middle Initial: ______

Date of Birth: ___________________________

High School Graduation Date: ___________________________

Home Address: ___________________________

Primary Phone: ___________________________ Secondary Phone: ___________________________

Email: ___________________________

Please send this form to the following college/university:

Name of Institution: ___________________________

College Department/Office: ___________________________

Address: ___________________________

Name of Institution: ___________________________

College Department/Office: ___________________________

Address: ___________________________

Student Signature: ___________________________ Date: ___________________________

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 “Air Transportation” from the program list (Step 1) and the school district you attended (Step 2).
PART II: To be completed by a teacher/official from the career-technical education institution.

**Air Transportation**

<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>Aviation Airport Management</td>
<td>177020</td>
<td>CTAIR001</td>
<td>Air Transportation</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aviation Maintenance General</td>
<td>177014</td>
<td>CTAIR002</td>
<td>Aircraft Ground Operations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aviation Meteorology</td>
<td>177019</td>
<td>CTAIR003</td>
<td>Aviation Meteorology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aviation</td>
<td>177013</td>
<td>CTAIR004</td>
<td>Introduction to Aviation</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aviation Pilot Training</td>
<td>177021</td>
<td>CTAIR005</td>
<td>Private Pilot Theory</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>Aviation Airport Management</td>
<td>177020</td>
<td>CTAIR001</td>
<td>Air Transportation</td>
<td>73 or higher</td>
</tr>
<tr>
<td>Aviation Maintenance General</td>
<td>177014</td>
<td>CTAIR002</td>
<td>Aircraft Ground Operations</td>
<td>71 or higher</td>
</tr>
<tr>
<td>Aviation Meteorology</td>
<td>177019</td>
<td>CTAIR003</td>
<td>Aviation Meteorology</td>
<td>72 or higher</td>
</tr>
<tr>
<td>Aviation</td>
<td>177013</td>
<td>CTAIR004</td>
<td>Introduction to Aviation</td>
<td>74 or higher</td>
</tr>
<tr>
<td>Aviation Pilot Training</td>
<td>177021</td>
<td>CTAIR005</td>
<td>Private Pilot Theory</td>
<td>The student must pass the FAA Private Pilot-Airplane Certificate written exam.</td>
</tr>
</tbody>
</table>

1 The CTE institution must be approved by Federal Aviation regulations with Part 147 certification to be eligible to transfer credit to a Part 147 program. Students from CTE institutions that are not Part 147 certified can only transfer credit to a non-Part 147 certified institution that offers this content.

CTAG/CTAN approval may be verified by visiting the Course Reporting System.

Updated September 30, 2019
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: ______________________________________________________________________

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  Nikki Wearly
614.644.6767  614.728.2662
sdegarmo@highered.ohio.gov  nwearly@highered.ohio.gov

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