

**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](#):

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).

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.**Air Transportation**

ODE Course	EMIS Code	CTAN	CTAN Name	Credit hours (semester)	Term course completed (Term/Year)	Initial here to indicate that the student has met all requirements to access post-secondary credit*
Aviation Airport Management	177020	CTAIR001	Air Transportation	3		
Aviation Maintenance General	177014	CTAIR002	Aircraft Ground Operations	3		
Aviation Meteorology	177019	CTAIR003	Aviation Meteorology	3		
Aviation	177013	CTAIR004	Introduction to Aviation	3		
Aviation Pilot Training	177021	CTAIR005	Private Pilot Theory	3		

*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.

ODE Course	EMIS Code	CTAN	CTAN Name	Required WebXam Score by Academic Year			
				2019-2020	2018-2019	2017-2018	2016-2017
Aviation Airport Management	177020	CTAIR001	Air Transportation	73 or higher	73 or higher	73 or higher	73 or higher
Aviation Maintenance General	177014	CTAIR002	Aircraft Ground Operations ¹	71 or higher	71 or higher	71 or higher	71 or higher
Aviation Meteorology	177019	CTAIR003	Aviation Meteorology	72 or higher	72 or higher	72 or higher	72 or higher
Aviation	177013	CTAIR004	Introduction to Aviation	74 or higher	74 or higher	74 or higher	74 or higher
Aviation Pilot Training	177021	CTAIR005	Private Pilot Theory	The student must pass the FAA Private Pilot-Airplane Certificate written exam.			

¹The 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](#).

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
614.644.6767
sdegarmo@highered.ohio.gov

Nikki Wearly
614.728.2662
nwearly@highered.ohio.gov