

**Career-Technical Credit Transfer (CT)²
Verification of Course Completion Form for Automotive Technology**

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 "Automotive Technologies" 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.**Automotive Technology**

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*
Ground Transportation Maintenance	177000	CTAUT005	Introduction to Automotive Service and Repair	2		
Ground Transportation Maintenance	177000	CTAUT006	Introduction to Medium and Heavy Transportation Equipment Technology	2		

*The student must successfully complete the course and pass the required examination for each CTAN. Please include evidence of student certification with this form. Students must access the credit within three years of graduation or within the currency of the industry certification.

ODE Course	EMIS Code	CTAN	CTAN Name	Required Certification Examination
Ground Transportation Maintenance	177000	CTAUT005	Introduction to Automotive Service and Repair	Students must pass the ASE/NATEF Student Certification Examination for Maintenance and Light Repair or Automobile Service and Technology.
Ground Transportation Maintenance	177000	CTAUT006	Introduction to Medium and Heavy Transportation Equipment Technology	Students must pass the ASE/NATEF Student Certification Examination for Medium/Heavy Truck Service and Repair.

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:

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