

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

Engineering 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* |
|------------------------|-----------|----------|-----------------------------|-------------------------|-----------------------------------|---|
| Engineering Principles | 175002 | CTEGT001 | Introduction to Engineering | 1 | | |
| Engineering Design | 175001 | CTEGT002 | Engineering Graphics | 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 |
| Engineering Principles | 175002 | CTEGT001 | Introduction to Engineering | In Field Testing ¹ | | | |
| Engineering Design | 175001 | CTEGT002 | Engineering Graphics | In Field Testing ¹ | | | |

¹The required WebXam score will be determined at the conclusion of field testing at the end of the 2019-2020 school year. Students will be expected to meet the score requirement in order to be eligible to access the credit.

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