Career-Technical Credit Transfer (CT)²
Verification of Course Completion Form for Food Science

**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 “Food Science” 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.**

### Food Science

<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>Science and Technology of Food</td>
<td>011010</td>
<td>CTFSC001</td>
<td>Introduction to Food Processing</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>Science and Technology of Food</td>
<td>011010</td>
<td>CTFSC001</td>
<td>Introduction to Food Processing ¹</td>
<td>61 or higher</td>
</tr>
</tbody>
</table>

¹Students must also have successfully completed or concurrently completed secondary courses in Biology and Chemistry.

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: ________________________________________________________________________

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  
nwearyl@highered.ohio.gov

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