



**Career-Technical Credit Transfer (CT)<sup>2</sup>  
Verification of Course Completion Form for Health Information Management**

**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 "Health Information Management CT" 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.****Health Information Management**

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*
Health Information Technology	072135	CTHIM001	Intro to Health Information Management	3		
Health Information Management	072140	CTHIM002	Legal and Ethical Aspects of Health Information Management	2		

\*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
Health Information Technology	072135	CTHIM001	Intro to Health Information Management	62 or higher	62 or higher	62 or higher	62 or higher
Health Information Management	072140	CTHIM002	Legal and Ethical Aspects of Health Information Management	57 or higher	57 or higher	57 or higher	57 or higher

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)<sup>2</sup> Contact Person: \_\_\_\_\_

Title of (CT)<sup>2</sup> Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of (CT)<sup>2</sup> 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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