

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

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 "Horticulture" 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.**Horticulture**

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*
Floral Design and Marketing	010625	CTHOR001	Floral Design and Marketing	3		
Landscapes/Hardscapes	010640	CTHOR002	Landscape Management	3		
Landscape Systems Management	010615	CTHOR003	Equipment Operation and Maintenance	3		
Plant and Horticulture Science	010155	CTHOR004	Plant and Horticulture Science	3		
Turf Science and Management	010635	CTHOR005	Turf Grass Management	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
Floral Design and Marketing	010625	CTHOR001	Floral Design and Marketing	64 or higher	64 or higher	64 or higher	+
Landscapes/Hardscapes	010640	CTHOR002	Landscape Management	56 or higher	56 or higher	56 or higher	56 or higher
Landscape Systems Management	010615	CTHOR003	Equipment Operation and Maintenance	64 or higher	64 or higher	64 or higher	+
Plant and Horticulture Science	010155	CTHOR004	Plant and Horticulture Science	64 or higher	64 or higher	64 or higher	+
Turf Science and Management	010635	CTHOR005	Turf Grass Management	60 or higher	60 or higher	60 or higher	+

+Evidence that the student completed the course with a grade of "C" or better must be submitted in order for the student 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:

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