Ohio | Department of Higher Education

Career-Technical Credit Transfer (CT)²
Verification of Course Completion Form for Hospitality, Tourism, and Culinary Arts

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 "Hospitality, Tourism, and Culinary Arts" 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:** _____

Student Name_____

Hospitality, Tourism, and Culinary Arts

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*
N/A	N/A	CTCF001	Sanitation and Safety	1		
Hospitality Fundamentals	330000	CTCF002	Introduction to Hospitality and Tourism	2		
Fundamentals of Food Production	330100	CTCF005	Basic Food Production	4		
Hospitality Management	330035	CTCF007	Technology in the Hospitality Industry	2		
Front Office Management and Operation	330030	CTCF008	Front Office Operations and Housekeeping for the Lodging Industry	3		
Restaurant Management	330120	CTCF009	Food Principles and Purchasing	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
N/A	N/A	CTCF001	Sanitation and Safety	The student must hold a current ServSafe Manager Certification offered through the National Restaurant Association to receive credit.			
Hospitality Fundamentals	330000	CTCF002	Introduction to Hospitality and Tourism	68 or higher	68 or higher	68 or higher	
Fundamentals of Food Production	330100	CTCF005	Basic Food Production	76 or higher	76 or higher	76 or higher	76 or higher
Hospitality Management	330035	CTCF007	Technology in the Hospitality Industry	64 or higher	64 or higher	64 or higher	
Front Office Management and Operation	330030	CTCF008	Front Office Operations and Housekeeping for the Lodging Industry	77 or higher	77 or higher	77 or higher	
Restaurant Management	330120	CTCF009	Food Principles and Purchasing	66 or higher	66 or higher	66 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)² Contact Person: _____

Title of (CT)² Contact Person: _____

Phone: _____

Email: _____

Signature of (CT)² Contact Person: _____

Date: _____

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OFFICIAL SEAL OR
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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   Nikki Wearly
614.644.6767   614.728.2662
sdegarmo@highered.ohio.gov   nwearly@highered.ohio.gov