



Career-Technical Credit Transfer (CT)<sup>2</sup> Verification of Course Completion Form

Instructions: Students complete Part I of this form and submit it to their career-technical teacher/high school 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:

College ID Number (if known): Date of Birth:

High School Graduation Date:

Home Address:

Primary Phone: Secondary Phone:

Email:

Please send this form to the following college/university:

Name of Institution:

College Department/Office:

Address:

Student Signature: Date:

PART II: To be completed by a career-technical center/high school official. CTAN approval may be verified here.

Personal Finance

Table with 8 columns: ODE Course, EMIS Code, CTAN, CTAN Name, Credit hours (semester), Check box to indicate successful course completion, Term course completed (Term/Year), Initial here to indicate that the student has met all requirements to access post-secondary credit (a score of 55 or higher on the end-of-course exam is required). Row 1: Personal Financial Management, 091052, CTPF001, Personal Finance, 3, [ ], [ ], [ ]

NOT OFFICIAL WITHOUT PART III

\*Administrators may access Part III of the Verification Form at https://oatnkb.ohiohighered.org/ or by calling 614.644.6767