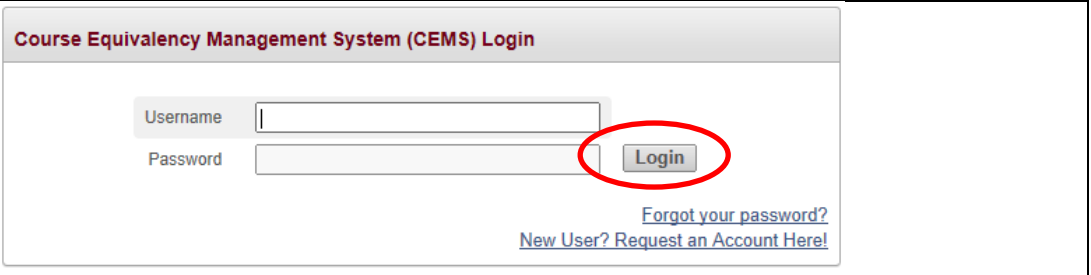
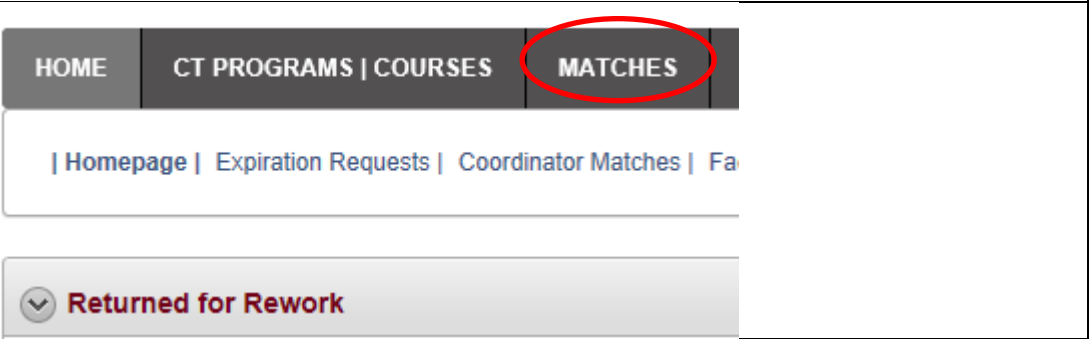



Course Equivalency Management System

How to Create a CT CTAG Match using a Secondary Course in CEMS

<p>Go to https://cems.regents.ohio.gov. Enter your username and password assigned to you by your Institutional or OBR Coordinator.</p>	 <p>Course Equivalency Management System (CEMS) Login</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/> Login</p> <p>Forgot your password? New User? Request an Account Here!</p>
<p>Click on the "Matches" button from the main navigation bar located at the top of the page.</p>	 <p>HOME CT PROGRAMS COURSES MATCHES</p> <p> Homepage Expiration Requests Coordinator Matches Fa</p> <p>Returned for Rework</p>
<p>Click on the "Create a New CT CTAG Match" button on the right of the page.</p>	 <p>HOME CT PROGRAMS COURSES MATCHES REPORTS</p> <p> CTAG Matches </p> <p>CTAG Matches Create a New CT CTAG Match</p> <p>Click to view a list of CTAG Definitions</p> <p>Search: <input type="text"/> Number of Results to Display: 50 <input type="button" value="Go"/> <input type="button" value="Reset"/></p> <p>Filter By</p> <p>Display Columns</p>

Entering a Match submission is a four step process.

First, type a Start Term year (e.g. 2014) and choose a Term. Next, choose whether to match by CTAG or specific CTAN, and then choose from the dropdown menu that appears. Ensure that all areas marked with a red asterisk (*) are completed.

Notice that if you select a CTAN or CTAG, the learning outcomes display below (including the essential ones).

When finished, click on the "Next" button on the lower right of the page.

Step 1 → Step 2 → Step 3 → Review

What type of Match would you like to enter?

District: * APOLLO JVSD

Start Term: * 2014 Winter Spring Summer Autumn

End Term: Winter Spring Summer Autumn

Match By: * Associated CTAG Specific CTAN

Select the Specific CTAN(s): *

- Advanced Emergency Medical Technician - Advanced Emergency Medical Technician
- Basic Peace Officer - Basic Peace Officer
- CT Fire Safety Inspector - FIRE SAFETY INSPECTOR
- CT Fire Service Instructor - FIRE SERVICE INSTRUCTOR
- Criminal Justice - Introduction to Criminal Justice
- Culinary and Food Service Management - Cooperative Work Experience
- Culinary and Food Service Management - Food Production Laboratory
- Culinary and Food Service Management - Introduction to Hospitality and Tourism
- Culinary and Food Service Management - Sanitation and Safety
- Education - Introduction to Education
- Electrical Engineering Technology - DC Circuits
- Electrical Engineering Technology - Digital Electronics
- Electrical Engineering Technology - Programmable Logic Controls (PLC)
- Emergency Medical Responder - Emergency Medical Responder
- Emergency Medical Technician - Emergency Medical Technician
- Exercise Science - Fitness and Health Foundations
- Exercise Science - Introduction to Exercise Science
- Fire Fighter I - Fire Fighter I
- Fire Fighter II - Fire Fighter II
- HVAC/R - HVAC/R
- Information Technology - Cisco Exploration I
- Information Technology - Cisco Exploration II
- Information Technology - Cisco Exploration III
- Information Technology - Cisco Exploration IV
- Information Technology - CompTIA A+ Essentials
- Information Technology - CompTIA A+ IT Technician
- Information Technology - IT Basic
- Information Technology - Intro to Desktop OS
- Welding - GMAW Plate Welding
- Welding - SMAW Pipe Welding
- Welding - SMAW Plate Welding
- Welding - TIG (GTAW) Pipe Welding
- Welding - TIG (GTAW) Plate Welding

Next

Cancel

Next, choose if the match is being associated with a CT Program or Secondary Course. Since this is based on a **Course**, select the **Course** option. This will provide a list of Secondary Courses from which to choose.

Enter the Course that will be used for the match. Courses can be identified from the list or found using the search box. Identified Courses should be shuttled to the **right**. When finished click on the “Next” button on the lower right of the page or “Back” to move to the previous page.

Step 1 → Step 2 → Step 3 → Review

What programs/courses will you be using?

Will this match be associated with CT Programs or Secondary Courses? Programs Courses

Program/Course Look-Up:

Programs/Courses: *

COMP200 (Secondary)	
ELEC100 (Secondary)	
ELEC100 (Secondary)	
EXER100 (Secondary)	
EXER200 (Secondary)	
EXER300 (Secondary)	
HELP140 (Secondary)	
HELP290 (Secondary)	
HELP400 (Secondary)	
HELP4000 (Secondary)	

Back Cancel

The next step is to Enter the Learning Outcomes. Note that the instructions provided show the Match information, so be sure to review to ensure accuracy. You may also view the Course details (if applicable).

Enter learning outcomes for the match. Use the “Add” button to enter each learning outcome. At least one learning outcome must be entered, and **all** required learning outcomes must be entered. These are marked with a large red asterisk: *.

Step 1 → Step 2 → Step 3 → Review

Enter Learning Outcomes

Instructions
Describe how each Learning Outcome is fulfilled for Career Technical Articulation Number(s):
CTES002 - Fitness and Health Foundations

Notes:

- Enter instructional content from program or course syllabi that addresses each Learning outcome.
- You may copy and paste from other documents.

View Program/Course Details

Program/Course Title	Lecture Hours	Lab Hours	Contact Hours
Culinary Arts	10	0	0

To view all of the program/course details, click on the program/course title

View Learning Outcomes

Back **Next**

Cancel

View Learning Outcomes



CTAN:
CTAUT001 - Brakes

Learning Outcome:
Course/Program meets NATEF/ASE competencies in Brakes

Description:
No Comments Entered

Time On Topic:
Not Entered

add Edit

The screenshot shown is a pop up that is displayed when the "Add" button is clicked under learning outcomes. Be sure to complete the Learning Outcome or guidelines entirely before saving.

When finished, click on the "Next" button on the lower right of the page (shown in the previous screenshot).

Enter Match Learning Outcome

Edit Match Learning Outcome

Learning Outcome Description:
Course/Program meets NATEF/ASE competencies in Brakes

Describe how the Course(s)/Program(s) in this Match meet the learning outcome above:

Time Spent On Topic.

PERIODS MONTHS DAYS WEEKS HOURS PERCENTAGE

Save

The final step is to Review the Match. Each area should be reviewed for accuracy and can be edited from this page (without having to use the “back” button) by using the “Edit” button on the right of each item. If additional comments are desired, they can be entered at the bottom of the page. There are two options after review is complete: to “Save as Draft” or “Save and Submit to Institution Coordinator.” Choose the appropriate option and click on the “Submit” button at the bottom of the page to save the Match. If an error is encountered, be sure to review the message and the Match to ensure all requirements were met.

If the match is saved as a “Draft,” use the Match Tab to search for your submission using the Search Bar. If the match is submitted to the Institution Coordinator, it needs to be reviewed by that person in order for the submission to be sent to OBR.

Step 1 ➔ Step 2 ➔ Step 3 ➔ Step 4 ➔ **Review**

Review Match

Match Details **Edit**

Institution: APOLLO JVSD

Career Technical Articulation Numbers

Automotive Technologies	CTAUT001 - Brakes
	CTAUT004 - Suspension & Steering
	CTAUT003 - Engine Performance
	CTAUT002 - Electrical/Electronic Systems

Programs **Edit**

No courses specified

Learning Outcomes **Edit**

➔ View Learning Outcomes

Comments:

Save as Draft
 Save and Submit to Institution Coordinator

Submit