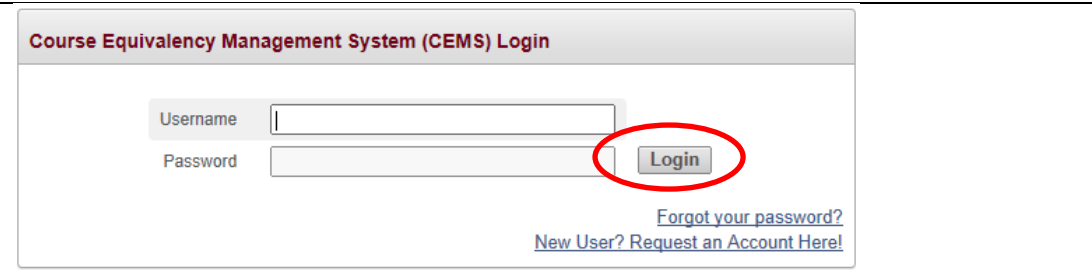

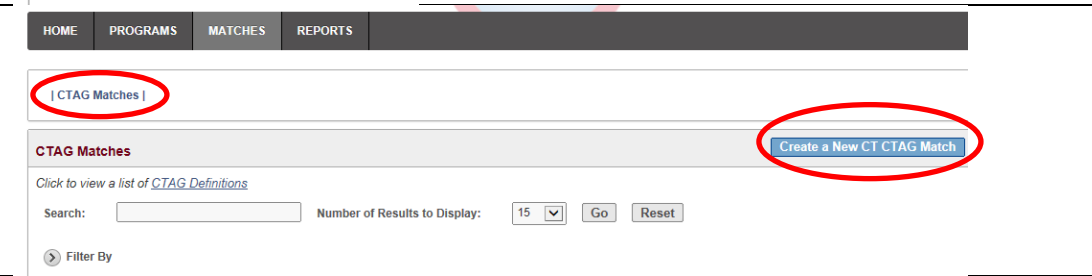
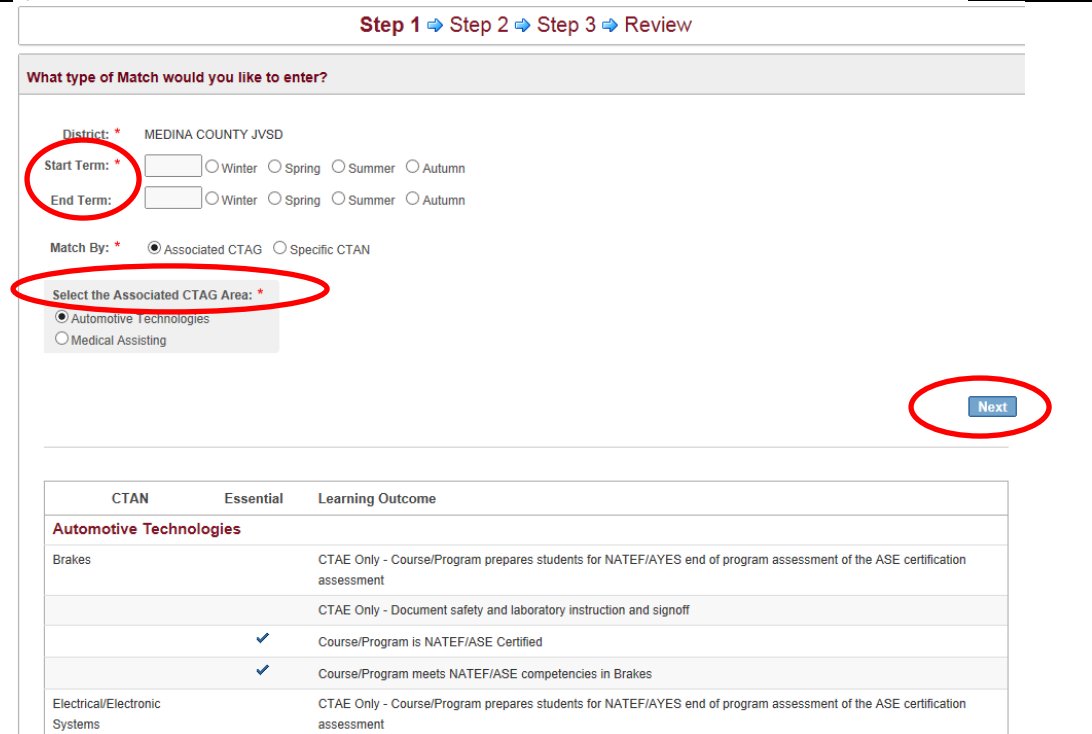


Course Equivalency Management System

How to Create a CT CTAG Match

<p>Step 1: 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>Step 2: Click on the “Matches” button from the main navigation bar located at the top of the page.</p>	 <p>HOME COURSES MATCHES</p> <p> Homepage Faculty Matches </p>																					
<p>Step 3: Click on “Create a New CT CTAG Match” button on the right of the page.</p>	 <p>HOME PROGRAMS MATCHES REPORTS</p> <p>CTAG Matches 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: 15 <input type="button" value="Go"/> <input type="button" value="Reset"/></p> <p>Filter By</p>																					
<p>Step 4: Next, type a Start Term year (e.g. 2013) and choose a Term. Next choose whether to match by CTAG or specific CTAN, and then choose from the drop down menu that appears. Ensure that all areas marked with a red* need to be filled out.</p> <p>When finished click on the “Next” button on the lower right of the page.</p>	 <p>Step 1 → Step 2 → Step 3 → Review</p> <p>What type of Match would you like to enter?</p> <p>District: * MEDINA COUNTY JVSD</p> <p>Start Term: * <input type="text"/> <input type="radio"/> Winter <input type="radio"/> Spring <input type="radio"/> Summer <input type="radio"/> Autumn</p> <p>End Term: <input type="text"/> <input type="radio"/> Winter <input type="radio"/> Spring <input type="radio"/> Summer <input type="radio"/> Autumn</p> <p>Match By: * <input checked="" type="radio"/> Associated CTAG <input type="radio"/> Specific CTAN</p> <p>Select the Associated CTAG Area: *</p> <p><input checked="" type="radio"/> Automotive Technologies <input type="radio"/> Medical Assisting</p> <p>Next</p> <table border="1"><thead><tr><th>CTAN</th><th>Essential</th><th>Learning Outcome</th></tr></thead><tbody><tr><td colspan="3">Automotive Technologies</td></tr><tr><td>Brakes</td><td></td><td>CTAE Only - Course/Program prepares students for NATEF/AYES end of program assessment of the ASE certification assessment</td></tr><tr><td></td><td></td><td>CTAE Only - Document safety and laboratory instruction and signoff</td></tr><tr><td></td><td>✓</td><td>Course/Program is NATEF/ASE Certified</td></tr><tr><td></td><td>✓</td><td>Course/Program meets NATEF/ASE competencies in Brakes</td></tr><tr><td>Electrical/Electronic Systems</td><td></td><td>CTAE Only - Course/Program prepares students for NATEF/AYES end of program assessment of the ASE certification assessment</td></tr></tbody></table>	CTAN	Essential	Learning Outcome	Automotive Technologies			Brakes		CTAE Only - Course/Program prepares students for NATEF/AYES end of program assessment of the ASE certification assessment			CTAE Only - Document safety and laboratory instruction and signoff		✓	Course/Program is NATEF/ASE Certified		✓	Course/Program meets NATEF/ASE competencies in Brakes	Electrical/Electronic Systems		CTAE Only - Course/Program prepares students for NATEF/AYES end of program assessment of the ASE certification assessment
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Step 5: Enter the program (if any) that will be used for the match. Programs can be identified from the list or found using the search box. Identified programs should be shuttled to the **right**. When finished click on the “Next” button on the lower right of the page.

Step 1 → Step 2 → Step 3 → Review

What programs will you be using?

Program Look-Up:

Programs: *

Alchemy 1 (Adult)	▶	
Alchemy 2 (Secondary)	▶	
Alchemy 3 (Adult)	▶	
Alchemy 4 (Adult)	▶	
Automotive Technology (Secondary)	▶	
CAD I -HS (Secondary)	▶	
CADD I -Adult (Adult)	▶	
EMT-Basic (Adult)	▶	
Fire Safety Inspector (Adult)	▶	
Fire Safety Inspector (Adult)	▶	

Next

Cancel

Step 6: 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 Program 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** guidelines must be entered. These are marked with a large red *.

When finished click on the “Next” button on the lower right of the page.

Step 1 → Step 2 → Step 3 → Review

Enter Learning Outcomes


Instructions
 Describe how each Learning Outcome is fulfilled for Career Technical Articulation Number(s):
 CTAUT001 - Brakes, CTAUT002 - Electrical/Electronic Systems, CTAUT003 - Engine Performance, CTAUT004 - Suspension & Steering

Notes:

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

View Program Details
 no data found
 To view all of the program details, click on the program title

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

Step 6 continued: Be sure to complete the Learning outcome or guidelines entirely before saving.

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

Step 7: 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, either 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.

Step 1 → Step 2 → Step 3 → Step 4 → Review

Review Match

Match Details

Institution: APOLLO JVSD

Career Technical Articulation Numbers

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

Programs

No courses specified

Learning Outcomes

[View Learning Outcomes](#)

Comments:

Save as Draft
 Save and Submit to Institution Coordinator