Ohio Department of Higher Education

(CT)2 Coordinator Training
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Presenters

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Overview of Today's Presentation

- Historical and current initiatives of articulation and transfer in Ohio
- The review process and your role as (CT)2 Coordinator
- ODHE resources to assist you
- Questions?
**GOAL:** Build a comprehensive credit transfer system among Ohio’s public higher education institutions.

- **1990** – Ohio Transfer Module
- **1991** – Ohio Launched Tech Prep
- **2005** – Statewide Career-Technical Credit Transfer
- **2011** – Secondary Career-Technical Alignment Initiative (opportunity for statewide credit)
(A) As used in this section, "state institution of higher education" means an institution of higher education as defined in section 3345.12 of the Revised Code.

(B) By April 15, 2007, the chancellor of the Ohio board of regents, in consultation with the department of education, public adult and secondary career-technical education institutions, and state institutions of higher education, shall establish criteria, policies, and procedures that enable students to transfer agreed upon technical courses completed through an adult career-technical education institution, a public secondary career-technical institution, or a state institution of higher education to a state institution of higher education without unnecessary duplication or institutional barriers. The courses to which the criteria, policies, and procedures apply shall be those that adhere to recognized industry standards and equivalent coursework common to the secondary career pathway and adult career-technical education system and regionally accredited state institutions of higher education. Where applicable, the policies and procedures shall build upon the articulation agreement and transfer initiative course equivalency system required by section 3333.16 of the Revised Code.

What is the Purpose of Articulation and Transfer in Ohio?

- Providing students opportunities to earn credit for course material already learned through various initiatives:
  - TAGS (Transfer Assurance Guides)
  - MTAGS (Military Transfer Assurance Guides)
  - CTAGS (Career-Technical Assurance Guides)
  - CLEP and AP

- Helping students achieve high quality and affordable educational pathways.

This is done by…

- Initiatives that build on each other and allow efficiency.
- Faculty led and student focused processes.
What are CTAGs in Ohio?

Statewide articulated credit opportunities for secondary and adult CTE students with Ohio public colleges and universities are available:

- Upon matriculation to an Ohio public college or university.
- With demonstration that learning outcomes are met (end-of-course exams, credentials, etc.).
- Statewide, where there is a receiving course/program.
Coming Your Way Soon

Updated
• Medical Assisting

New
• Cybersecurity
• Personal Finance
• Manufacturing (new CTANs added)
• Engineering (new CTANs added)
How Does My District Participate in Statewide Articulation for Secondary Students?
What Courses Must I Submit?

1. Review your list of courses offered in each career field pathway.
2. Compare those courses to the statewide courses on the correlating CTAG.
3. If the EMIS/Subject code matches, submit your course.

### My CTE Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>EMIS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Education and Training</td>
<td>350002</td>
</tr>
<tr>
<td>Early Childhood Education Principles</td>
<td>350205</td>
</tr>
<tr>
<td>Child and Adolescent Development</td>
<td>350035</td>
</tr>
<tr>
<td>Classroom Management</td>
<td>350030</td>
</tr>
<tr>
<td>Curriculum and Instruction for Early Childhood Education</td>
<td>350235</td>
</tr>
<tr>
<td>Health, Safety and Nutrition</td>
<td>350230</td>
</tr>
<tr>
<td>Infant and Toddler Education</td>
<td>350210</td>
</tr>
<tr>
<td>Early Childhood Education Language and Literacy</td>
<td>350215</td>
</tr>
<tr>
<td>Early Childhood Education Observation and Assessment</td>
<td>350220</td>
</tr>
<tr>
<td>Communities, Schools and Stakeholders</td>
<td>350225</td>
</tr>
<tr>
<td>Education and Training Capstone</td>
<td>350400</td>
</tr>
</tbody>
</table>

### Statewide Courses

- CTECE001-Introduction to Early Childhood Education *(350205)*
- CTECE002-Health, Safety, and Nutrition *(350230)*
- CTECE003-Infant and Toddler Curriculum *(350210)*
How Courses are Reviewed

Full Review
- Required when an end of course exam is still in field testing.
- Required when the learning outcomes have changed or the course has been updated.

Certificate of Affirmation
- Required when a course has a WebXam with a cut score.
- Must be signed by the teacher and the senior administrator.
- 80% of submissions can now be done this way, and the list is growing!
The content experts at a given institution work in conjunction with their institution’s Coordinator to develop both a course inventory and a match.

The ODHE Coordinator quickly reviews the submission, and if there are no glaring errors, sends the submission forward to the appropriate Faculty Panel Lead.

Upon receipt of the submission, the Panel Lead conducts a quick review, and if there are no glaring errors, sends it forward to the panel members, who send their decisions back to the panel lead.

LEGEND

Sent forward by: Coordinator or Faculty Panel Lead
Sent back for re-work by: Coordinator or Faculty Panel Lead
Sent back for re-work after review by: Faculty Panel Lead

If the panel disapproves the match or says it is “pending,” the match is sent back to the ODHE Coordinator, who then forwards it to the school’s institutional Coordinator for re-work. It may then be re-submitted in the next review cycle.

If the panel approves the match, it is then posted as part of a guarantee.
Role as (CT)2 Coordinator

Within the CEMS workflow:
• Work with content experts at your institution to develop a course inventory and a match.
• Review the submission and forward (when complete) on to the ODHE Coordinator to continue the review process.
• Work in conjunction with the ODHE Coordinator and institutional content experts in the event the submission is returned.

Additional responsibilities as the coordinator:
• Work with ODHE staff to review and approve/disapprove new CEMS user requests.
• Work with ODHE staff to maintain currency of existing list of CEMS account users at your institution.
• Assist in the submission of verification forms to public colleges and universities (role may vary by institution).
Review Cycle

OTM, TAG, and CTAG Submission and Review Timeline
2018-2019

Rolling Cycle

- **SEPT**
  - Professional Development with OATN

- **OCT**
  - TAG, OTM, & CTAG submissions due: **October 8**
  - Rolling Cycle: Begins **October 8**
  - TAG, OTM, & CTAG Faculty Review: Begins **October 15**

- **NOV**
  - TAG, OTM, & CTAG Faculty Review: Ends **November 12**

- **DEC/JAN**
  - Professional Development with OATN

- **FEB**
  - TAG, OTM, & CTAG submissions due: **March 1**
  - TAG, OTM, & CTAG Faculty Review: Begins **March 8**

- **MAR**
  - **TAG, OTM, & CTAG Faculty Review: Ends April 8**

- **APR**
  - Rolling Cycle: Ends **April 8**
How To Submit

From the home page...

https://www.ohiohighered.org/transfer/ct2/submit
How To Submit

• Guidelines for Submitting Courses, Programs, and Syllabi to (CT)²

• CEMS Support

• Click Play Do Videos

Links Referenced in This Video:
• CTAG Descriptions
• Transfer to Degree Guarantee
• CEMS System
• Career Technical Assurance Guide Program/Course Reporting System
ODHE Resources to Assist You
The (CT)2 page provides numerous links to information that provides historical context, CTAG descriptions, compliance, review and submission processes, verification form processes, and a staff directory.
The CTAG Guidance document aligns the ODE course and EMIS Code with the CTAG/CTAN, identifies the type of review, and lists the requirements for students to be eligible to access college credit.
Institutions submitting courses for review utilizing the Certificate of Affirmation document must ensure that their program has CTE-26 approval from the Ohio Department of Education.
The Career-Technical Credit Transfer (CT)$^2$ Approved Course and Program Reporting System is a resource for students, parents, and administrators to identify courses/programs that have been approved through the (CT)$^2$ process and that are eligible to transfer to Ohio public institutions of higher education.
How to Access (CT)² Credit

Introduction
Welcome to the Career-Technical Credit Transfer (CT)² Verification of Course/Program Completion Form webpage. This page is dedicated to explaining how to access (CT)² credit by using the Verification Form. On this page there are resources and instructions for students, parents, and administrators to help fill out the Verification Form and how to process the Verification Form for credit.

How (CT)² Works
(CT)² works by aligning the content of career and technical programs at high schools, career centers, and Ohio Technical Centers with courses at Ohio’s community colleges and universities. Once an institution has a program or courses approved by a panel of faculty experts from around the state, students who complete a program and pass the credentialing, or licensing exam are eligible for college credit at any of Ohio’s public colleges or universities that offer the course(s)/program. The section below contains information on how the Verification Form process works.

To access credit, students will need to request a Verification Form be sent by the career-institution from which they graduated, to the college or university that the student wishes to attend.

How to Redeem (CT)² Credit
• Process Flow of the Verification Form
• Verification Forms - Part I & II Only
• Verification Form - Part III
• Instructions for Using the (CT)² Verification Form

Students

High School and Adult Education Centers

Colleges and Universities

• List of Credentials Needed
• FAQs (when will credit be posted on transcript, etc.)

https://www.ohiohighered.org/transfer/ct2/how-to-access-ct2-credit

This page is dedicated to explaining how to access (CT)² credit by using the Verification Form. On this page are resources and instructions for students, parents, and administrators to help fill out the Verification Form and how to process the Verification Form for credit.
To access credit, students will need to request a Verification Form be sent by the career-institution from which they graduated, to the college or university that the student wishes to attend. Part III of the form must be downloaded from the Knowledge Base website (access required) or by contacting ODHE staff.
Earning College Credit
Information for Students and Administrators

For Students:

Options for Career-Technical Students

This Interactive learning module explores the various ways that career-technical students in Ohio can earn college credit before completing high school. Students and their families will gain insights and learn how to determine which options for college credit will benefit them the most and are the right fit for their academic and career goals. Students will also learn how to successfully transfer earned college credit to the Ohio college or university of their choice. Career-Technical administrators, teachers, and guidance counselors are encouraged to share this module with students and families.

Other important topics include:
- Understanding CTAG requirements
- Advanced Placement options for CTE students
- Participation in College Credit Plus
- Benefits of CTAGs, AP, and CCP
- Resources for college and career planning

More Resources for Students
- Plan Your Path to Success (PDF) - A reference guide for students on earning college credit with career-technical courses.
- College and Career Planning Tool for Career-Technical Students

For Administrators

Expanding Options for Your Career-Technical Student

This Interactive learning module explores the various ways that career-technical administrators and teachers in Ohio can expand opportunities for their students to earn college credit. Information on how to participate in Ohio’s Initiative for statewide articulated credit in career-technical fields, Career-Technical Assurance Guidelines (CTAGs), is explored, as well as ensuring that faculty are able to help students receive credit for this work. Additional resources and topics on college and career planning for students, and the role of a CTE professional, are explored throughout this module. Other important topics covered include:
- Verification forms
- Understanding CTAGs
- Advanced Placement options for CTE students
- Participation in College Credit Plus
- Getting your career-tech course approved

More Resources for Administrators
- CTAG Path to Success for Your Students (PDF) - A CTE professional’s guide to understanding Career-Technical Assurance Guidelines (CTAGs).

Teachers and staff can help students succeed by encouraging them to:
- Research career fields
- Carefully select high school courses
- Stay informed
- Meet requirements to transfer credit

Teachers and staff can help students succeed by learning these important steps:
- Determine if your course is a CTAG
- Have your CTE course approved as a CTAG
- When and how to complete verification forms

https://www.ohiohighered.org/transfer/ct2/earning-college-credit

Modules on this web page provide resources for students and administrators to explore post-secondary credit opportunities that are available.
Any Questions?