



Memorandum

To: Career-Technical Directors and Superintendents

From: Paula Compton, Associate Vice Chancellor, Articulation and Transfer

Date: February 12, 2015

Subject: Updated Career-Technical Assurance Guide (CTAG): Automotive Technology

I am pleased to announce an update to a Career-Technical Assurance Guide (CTAG) that facilitates transfer from Ohio's public secondary career-technical institutions and Ohio Technical Centers (OTCs) to Ohio's public colleges and universities.

This memorandum will discuss the updated Automotive Technology CTAG, and request nominations for participants in upcoming statewide meetings.

Automotive Technology

The Automotive Technology CTAG was updated through the Secondary Career-Technical Alignment Initiative (SCTAI), a collaborative effort between the Ohio Board of Regents (OBR) and the Ohio Department of Education (ODE) that supports the legislative mandates in ORC 3333.162. Faculty experts from two-year institutions across the state worked on the initiative to ensure similar academic content by examining and providing input into ODE Content Standards and then aligning those standards with post-secondary learning outcomes and, in the case of Automotive Technology, industry standards and credentials. A survey was sent to all Higher Education University System of Ohio member institutions for review, comment, and endorsement. Findings favored the update of the already existing statewide agreement. The attached Assurance Guide details the criteria that will provide career-technical students the opportunity to earn credit for the following approved Career-Technical Articulation Numbers (CTANs):

Introduction to Automotive Service and Repair: **CTAUT005** = 2 semester hours

Introduction to Medium and Heavy Transportation Equipment Technology: **CTAUT006** = 2 semester hours

In 2013, NATEF moved from the *certification of programs* to *program accreditation*, and subsequently updated the curriculum and student and technician testing systems. Programs were given guidelines by which they would need to become accredited. Consequently, at the end of the Spring 2015 semester, OBR will sunset the legacy Automotive Technology CTAG, dated February 29, 2008.

Institutions that are currently accredited by NATEF must then submit their proof of NATEF accreditation and corresponding courses for the new Automotive Technology CTAG (dated February 11, 2015) to the Course Equivalency Management System (CEMS). Programs that do not carry current NATEF accreditation, or that do not renew using the 2013 program accreditation standards, will not be a part of the statewide agreement.

The following must occur for **secondary students** to have the opportunity to access college credit:

- Secondary institutions must submit the ODE course required in the Automotive Technology CTAG to the Course Equivalency Management System (CEMS)*. With each course, institutions will also submit their current National Automotive Technicians Education Foundation (NATEF) accreditation document that affirms the institution is teaching the required NATEF competencies for their accreditation level.

OBR will review these submissions and confirm the institution's accreditation status from NATEF.

*Institutions that had NATEF program certification prior to the 2013 NATEF standards revision will be allowed to carry their Career-Technical Credit Transfer (CT)² approval until the expiration of their current NATEF program certification. Upon that expiration, each institution will be required to resubmit for (CT)² approval. Institutions that are currently operating on the new NATEF standards will have their current (CT)² approval expire at the end of the 2014-15 academic year. The institution will then be required to resubmit their courses for (CT)² approval using the new CTANs.

- Students must a) pass the ODE courses aligned to each Automotive Technology CTAN for which they desire credit and b) pass the corresponding end-of-course ASE Student Certification Examination aligned to each Automotive Technology CTAN. Students must then work with their secondary institution to ensure that their official high school transcript, official NATEF examination scores, and the CTAG verification form are submitted to the institution of higher education where they choose to enroll. The institution of higher education must also be a part of the statewide agreement or offer the career-technical discipline to facilitate transfer.

The following must occur for **Ohio Technical Center students** to have the opportunity to access college credit:

- OTCs must submit program information and their current NATEF accreditation document that affirms the institution is teaching the required NATEF competencies for their accreditation level to the Course Equivalency Management System (CEMS).* OBR will review these submissions and confirm the institution's accreditation status from NATEF.

*Institutions that had NATEF program certification prior to the 2013 NATEF standards revision will be allowed to carry their Career-Technical Credit Transfer (CT)² approval until the expiration of their current NATEF program certification. Upon that expiration, each institution will be required to resubmit for (CT)² approval. Institutions that are currently operating on the new NATEF standards will have their current (CT)² approval expire at the end of the 2014-15 academic year. The institution will then be required to resubmit their programs for (CT)² approval using the new CTANs.

- Students must then submit their official OTC transcript indicating successful completion of the program, official NATEF examination scores or proof of appropriate ASE certification, and the CTAG verification form to the institution of higher education where they choose to enroll. The institution of higher education must also be a part of the statewide agreement or offer the career-technical discipline to facilitate transfer.

Automotive Technology career-technical programs that wish to get an early start on their submissions may do so starting now, after they review the training materials available on our website: <https://www.ohiohighered.org/transfer/cems/training> under “Create a New Secondary Course” and “Create a New CT CTAG Match Secondary.” However, all secondary programs that are not on the new NATEF standards are encouraged to send representatives to a discipline-specific submission workshop on March 26th or 27th, 2015 at Marion Technical College. This will be an opportunity to learn about the statewide credit transfer process, the new CTAG course submission process, as well as receive submission assistance from program staff. More information about the workshops can be found below.

Please review the attached CTAG document, as well as the FAQ Document, for more information on the CTAG and SCTAI process.

Statewide Meeting Information

To facilitate the successful expansion of career-technical opportunities for credit to secondary partners, the Ohio Articulation and Transfer Network will host several statewide meetings **for discipline-specific faculty and front line personnel** at your institution. We are seeking representation from the following disciplines: Criminal Justice, Medical Laboratory Assisting, Health Information Management, Exercise Science, and Automotive Technology/Ground Transportation. We ask that you nominate one(1) to two (2) teachers for each discipline in the attached survey, and at least one (1), but not more than two(2) other representatives from your institution, such as your (CT)² coordinator or other appropriate front line personnel, to attend one of the statewide meetings. If you completed your nominations when the request was made with previous CTAG announcements, you do not need to make additional nominations.

Nominations should be submitted no later **February 13, 2015** via this link: <https://www.surveymonkey.com/s/RZ2HTB9>.

Meeting participants will receive confirmation from our office.

I would like to thank all of those involved in this process for their dedication and support. If you have any questions please feel free to contact Tonya Ervin, Assistant Director of Career-Technical Initiatives at 614.387.1022 or tervin@regents.state.oh.us or Jamilah Tucker, Director of Career-Technical Initiatives at 614.466.0543 or jtucker@regents.state.oh.us.