

# You've earned it!

## Credit Verification & Award

*Putting the Pieces Together....*

**Ohio**

University System of Ohio  
Board of Regents

**OhioHigherEd.org**



# Introductions



- Karen Ramos,  
Assistant  
Director
- Central Credit  
Evaluation
- University of  
Cincinnati

# Introductions



- Tonya Ervin, Associate Director, Career-Technical Initiatives
- Ohio Articulation and Transfer Network

# Introductions



- Ryan Cupp, Administrator, Career-Technical Initiatives
- Ohio Articulation and Transfer Network
- Spicy Food Lover



# Presentation

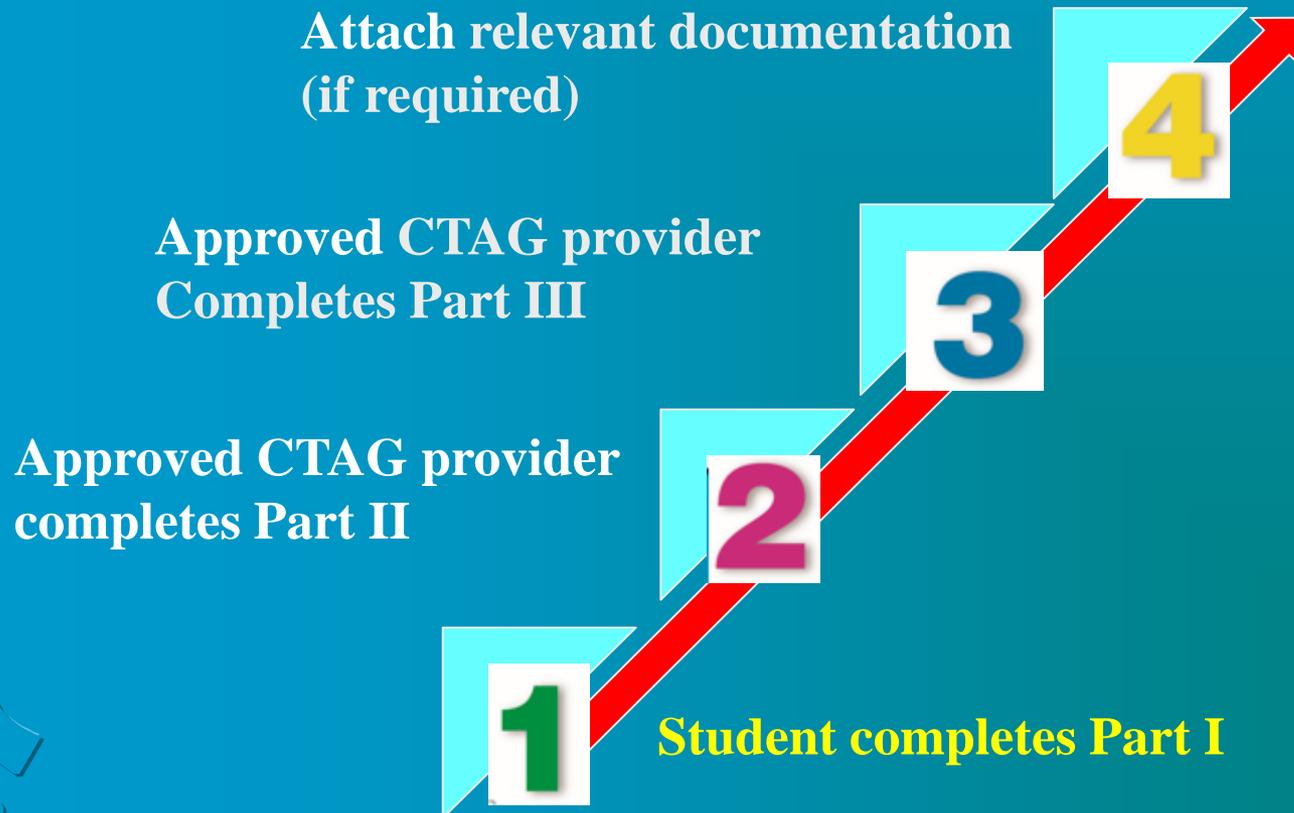
- Verification Form Structure
- How university/college credit is awarded
- Common Pitfalls
- Best Practices



# Verification Form Structure

- Form is in two parts:
  1. Student info with program information
  2. Administrator sign off
- Instructions for the form have been placed on the website
  - Instructions for parents and students
  - Instructions for CT institutions
  - Instructions for HE institutions
- Website created for additional documentation

# Verification Form Structure



# Verification Form Structure

1



2



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

Page 1 Student Name \_\_\_\_\_

**Ohio** Board of Regents  
University System of Ohio

**Career-Technical Credit Transfer (CT):  
Verification of Course/Program Completion for Information Technology**

**Student:** Complete Part I of this form then give it to your teacher. Request an official high school or GED transcript to be sent to each college/university of your choice in addition to this form.

**Part I:** To be completed by Student requesting verification:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

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

High School Graduation Date/Adult Workforce Education Program Completion Date: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Please send this form to the following college/university and department/office:

Name of Institution: \_\_\_\_\_

College Department/Office: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Requesting Student: \_\_\_\_\_ Date: \_\_\_\_\_

Credentials Needed For Credit: <http://goo.gl/4mOWID>

**Part II:** To be completed by Sending/Verifying Institution (Career-Technical Institution). *Continued on Pg. 2.*

Information Technology

CTAN	CTAN NAME	Program/ Course Completion Date (mm/dd/yyyy)	Institution is approved for CTAN Match (mark all lines that apply)	Initial all lines that student has completed
	Information Technology			
CTIT001	IT Basics			
CTIT002	Network +			
CTIT003	A+ Essentials			
CTIT004	A+ Technician			
CTIT005	Intro to Desktop Operating System			
CTIT006	Intro to User Support			

Part II.  
Should be completed by a school official and must include program completion dates and initials.

NOT OFFICIAL WITHOUT PART III\*. STUDENT MUST NOT HAND-CARRY  
\*Administrators may request Part III of the Verification Form from Ryan Cupp ([rcupp@regents.state.oh.us](mailto:rcupp@regents.state.oh.us)) 614.752.9474

# Verification Form Structure

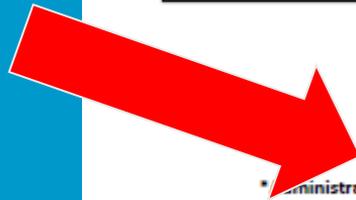
2

Page 2

Student Name \_\_\_\_\_

Information Technology – cont'd

CTAN	CTAN NAME	Program Course Completion Date (mm/dd/yyyy)	Institution is approved for CTAN Match (mark all lines that apply)	Initial all lines that student has completed
CTIT007	Cisco/CCNA Exploration I			
CTIT008	Cisco/CCNA Exploration II			
CTIT009	Cisco/CCNA Exploration III			
CTIT010	Cisco/CCNA Exploration IV			
CTIT011	Windows Operating System			
CTIT012	Microsoft .NET Framework			
CTIT013	Windows Server			



**NOT OFFICIAL WITHOUT PART III\*. STUDENT MUST NOT HAND-CARRY**

\* Administrators may request Part III of the Verification Form from Ryan Cupp ([rcupp@regents.state.oh.us](mailto:rcupp@regents.state.oh.us) 614.752.9474)

# Verification Form Structure

- Part II and III should be completed by the approved program provider.
- Apply an official stamp or raised seal.

**Career-Technical Institution (secondary and adult):** Complete Part II and III of this form to verify the student's completion of approved (CT)<sup>2</sup> courses and programs. **This form must be used as a supplement to an official high school or GED transcript.** Apply an official stamp or raised seal and mail the form directly to the receiving institution. After completing, please keep a copy for your record.

# 3

# Verification Form Structure



**Part III:** To be completed by **Sending/Verifying Institution (Career-Technical Institution):**

Name of Institution: Kettering Fairmont High School CTC

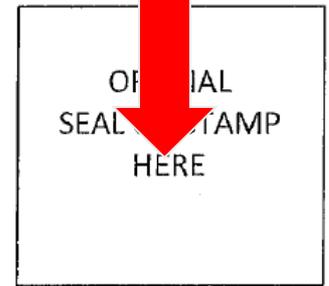
High School or Adult Workforce Education (AWE): Kettering Fairmont HS

Address: 3301 Shroyer Rd  
Kettering, OH 45429

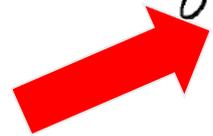
Phone #: (937) 499-1632

Name of (CT)<sup>2</sup> Contact Person: Liz Jensen

Title of (CT)<sup>2</sup> Contact Person: Career Tech Coordinator



Signature of (CT)<sup>2</sup> Contact Person: Elizabeth A. Jensen Date: 5/15/14



**IMPORTANT**

# 4

# Verification Form Structure

Attach supporting documentation

List of required licenses/credentials needed to receive college credit.

(CT) <sup>2</sup> Technology	Required Credential or License
<b>Automotive</b>	Passage of NATEF End of Program Assessment or ASE Certification in Respective Technology: Brakes, Electrical, Engine, & Suspension/Steering
<b>Basic Police Officer</b>	Current and Valid Ohio Basic Peace Officers Training Certificate
<b>Culinary</b>	<b>Sanitation &amp; Safety</b> - Current NRA ServSafe Certificate <b>Intro to Hospitality &amp; Tourism</b> – Current ORA ProStart Certificate <b>Food Production Lab</b> – Current NRA ServSafe Certificate <u>and</u> ORA ProStart Certificate and/or ACFEFAC Junior Culinarian Certificate <b>Cooperative Work Experience</b> – Current ORA ProStart Certificate
<b>Education</b>	A score of 85 or Higher on the Tech-Prep Education Portfolio
<b>Electrical Engineering Technology</b>	No need to show credentials.
<b>EMT</b>	Current Ohio First Responder, EMT-B, EMT-I, or EMT-P Certificate (Note: the credential depends on the level to which the student is applying). Online verification is also available for colleges/universities at <a href="https://www.dps.state.oh.us/certrenewal/Verification.aspx">https://www.dps.state.oh.us/certrenewal/Verification.aspx</a> .
<b>Fire Fighting</b>	Current Ohio Fire Fighter Certification as a Volunteer Fire Fighter, Fire Fighter I, Fire Fighter II, Fire Service Instructor, or Fire Safety Inspector (Note: the credential depends on the level to which the student is applying)

# 4

## Verification Form Structure

### Who is responsible?

- Student
- School
- Tech Center



### Responsible for what?

- Responsible for *credentials and licenses* – primarily because these are typically issued **ONLY** to the student not the institution.



#### What is WebXam?

WebXam is a 24/7 online assessment delivery system created by CETE at The Ohio State University.

# Verification Form Structure

4



Individual Report  
Kory Criswell  
School Year: 2013-2014  
Student Name Here  
..... Services



Section:	Cutoff Score:	Advanced Cutoff:	Percent Correct:	Number of Questions:	Number Correct:	Passing:	Passing (Advanced):	Date Taken:	Score Used:
81MC Information Support and Services (OVERALL)	60%	76%	65%	244	159	Yes	No		
81MC.01 Information Technology Basics	65%	86%	80%	30	24	Yes	No	5/8/2013	Yes
81MC.01 Information Technology Basics	67%	86%	78%	41	32	Yes	No	10/21/2013	No
81MC.02 IS Theory	52%	68%	52%	25	13	Yes	No	5/10/2013	No
81MC.02 IS Theory	64%	78%	66%	32	21	Yes	No	4/9/2014	Yes
81MC.03 Business Processes	66%	80%	72%	25	18	Yes	No	5/17/2013	Yes
81MC.03 Business Processes Industry	63%	77%	59%	3					



Note: The OCTA examination is NOT a credential or license issued to the student. **Print it out and attach it to the verification form.**

## What is WebXam?

WebXam is a 24/7 online assessment delivery system created by CETE at The Ohio State University.



# How credit is awarded

- A transfer equivalency “rule” is established in our database so that all students with successful completion of the CTAN receive **consistent** and **equal** treatment (for any of our degree programs).

# How credit is awarded

```

SIECEOD3          ***** Student Information System *****          SIECEOM1
Feb  4,15        COURSE-EQUIVS - Maintain External Course Equivs      1 more >

Action (A,B,C,D,M,N,P)  █ *CEEB.....: CTG001 APOLLO CAREER CENTER
                        Equivalency: MET002_____
                        Begin Date.: 01 01 2007
                        End Date...:  _ _ _ _ _
                        Inactive...: N (Y/N)

CTAN
*External
  Course      Begin Date  Credit Level  Type  Credit Hrs  Min Qual
1 CTMET004_____ 01 01 2007 U  Undergraduate  S      3.00  __1.6667
2 _____
3 _____
                                                    1 used of 20

*Std Credit ID          *Credit Level  Cr Hrs
1 MET2030_____ Manufacturing Processes  U Undergraduate  __3.00
2 MET2030L_____ Machining and CAM Application  U Undergraduate  __1.00
3 _____
  
```

Tech / Career Center

UC Equivalency

Source ID: 100000757 Apollo Career Center

Component Subject Area: CTMET

[Review History](#)

Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 Status: Active

Description: CTMET

Subject Area Elements

Find | View All First 1 of 1 Last

\*Sequence Number:

0001

\*Description:

CTMET

\*Term Type:

Semester

Transfer Course:

\*Transfer Priority:

1

Contingent Credit:

\*Internal Equiv Course Value:

Specify Fixed Units

Save Excess Units to a

Course:

UC Equivalency

Incoming Course

\*Seq#:

1

Wildcard:

\*Subject:

CTMET

Mechanical Eng

Course Number:

004

Technology

Mech Eng Tech

Manufacturing Pr

[Incoming Course Information](#)

Internal Equivalent

\*Course ID:

125575

MET 2030

\*Offer Number:

1

MFG PROCESSES

Units:

3.00

\*Default Grade:

By Incoming Course

\*Course:

Seq 1: CTMET 004

\*Course ID:

125576

MET 2030L

\*Offer Number:

1

MACHINING/CAM LAB

Units:

1.00

\*Default Grade:

By Incoming Course

\*Course:

Seq 1: CTMET 004

Tech / Career Center





# How credit is awarded

- CTAG form is sent directly from the institution to the University
- If approved and complete, some institutions might produce a transfer credit equivalency report. This indicates all awarded credit.

# Transfer Credit Summary

## STUDENT TRANSFER EVALUATION

Name : Arlands, Thomas Dylan  
 ID: 100000759

Run Date 03/05/2015  
 Run Time 12:22:32

Academic Career: Undergraduate  
 Academic Program: CECH Baccalaureate (Admit Term : Fall Semester 2014-15)  
 Academic Plan: English Literature

\*\*\*\*\*  
 \* COURSE CREDIT \*  
 \*\*\*\*\*

**University Credit**



Transfer Credit Type: External  
 Transfer Institution: Apollo Career Center  
 Articulation Program: CECH Baccalaureate

Internal Articulation Term : Fall Semester 2014-15

External Transfer Record						Internal Equivalency/Reject Reason					
Subject	Nbr	Title	Units	Grd	Status	Subject	Nbr	Title	Units	Grd	Repeat
1	CTMET 005	Mech Eng Technology CADD	3.00	TP	Accepted	MET	1072C	ENG. DES. GRAPHICS	3.00	TP	
2	CTMET 004	Mech Eng Tech Manufacturing Pr	3.00	TP	Accepted	MET	2030	MFG PROCESSES	3.00	TP	
						MET	2030L	MACHINING/CAM LAB	1.00	TP	

**Tech Courses**



Transfer Credit Summary: Apollo Career Center

Category	Total
Transferred Total	7.00
Accepted (Not Posted)	7.00
Contingent	0.00
Posted	0.00
Not Transferred Total	0.00
Rejected	0.00
No Rule	0.00
External GPA	0.000
Internal GPA	N/A

# Common Pitfalls





# Common Pitfalls

- Student fills everything out and sends the form directly to us
- Sending institution is not approved to offer this CTAG discipline
- Counselor did not sign the form



# Common Pitfalls

- Verification Form sent to the wrong place!
  - Make sure that the form is being sent to the proper address by checking the mailing address document here

<http://goo.gl/hHqig1>

<b>Sinclair Community College:</b> Tina L. Hummons Office of Registration & Student Records Sinclair Community College 444 West Third Street Dayton, OH 45402	<b>Southern State Community College:</b> Registrar's Office SSCC 100 Hobart Dr. Hillsboro, OH 45133
<b>Stark State College of Technology:</b> Pam Arrington Registrar's Office Stark State College 6200 Frank Ave NW North Canton OH 44720	<b>Terra Community College:</b> Sister Patricia Carter Terra State Community College 2830 Napoleon Rd. Fremont, OH 43420
<b>University of Akron:</b> Kimberlee Avery Asst. Director, Transfer Student Services Center The University of Akron Akron, Ohio 44325-2001	<b>University of Toledo:</b> Marcia King-Blandford University of Toledo Provost's Office Mailstop 939 2801 W. Bancroft Toledo, Ohio 43606



# Common Pitfalls

- Approval seal is missing
- Required supporting documentation missing
- We don't have any equivalency credit to offer
- Form is sent to the wrong person



# Common Pitfalls

- Student fills everything out and sends the form directly to us

UNIVERSITY OF   
Cincinnati

Office of Admissions  
Department of Enrollment Management  
Division of Student Affairs and Services  
University of Cincinnati  
P O Box 210091  
Cincinnati, OH 45221-0091

340 University Pavilion  
Fax: (513)556-1105  
Phone: (513) 556-1077  
Email: credeval@uc.edu

TO:  
FROM: Karen Ramos   
Assistant Director  
DATE: July 11, 2014  
RE: Incomplete CTAG Verification Form

Greetings from UC! We're pleased you are joining us this Autumn. Recently we received an incomplete CTAG (CT2) verification form from you.

At this point we must return the form you as it is not considered official. Please note that the form must be sent directly into us by the institution (Taylor High School).

The following items are missing:

- The form does not indicate the program/course completion date
- The form is missing the signature page of the counselor from the approved Career/Technical institution. Per OBR, the school "applies **official stamp or raised seal** and CT2 contact person's signature on the verification form.

Should you, or your school, have questions, we can be reached via email, mail or fax:

**E-mail:** credeval@uc.edu  
**Mail:** Office of Admissions  
University of Cincinnati  
P.O. Box 210091  
Cincinnati, OH 45221-0091  
Attention: Karen Ramos  
**Fax to:** 513.556.1105 – Attention: Karen Ramos

**\*\*NOTE:** Send another official CTAG verification form to this address with the requested info

Questions may be directed to Karen Ramos at (513) 556-1077. Thank you for your assistance.

Copy: r High School



# Common Pitfalls

- Institution is not approved to offer this CTAG discipline

**From:** Ramos, Karen (ramoska)  
**Sent:** Tuesday, August 05, 2014 2:25 PM  
**To:** [rcupp@regents.state.oh.us](mailto:rcupp@regents.state.oh.us)  
**Cc:**   
**Subject:** Question about CTIT011 from

Ryan – XYZ ; would like to award credit to a student for **CTIT011 Windows Desktop Operating Systems**. I cannot see this on the web as an approved program for them. Can you double check this?

I cannot award credit because I don't see any equivalency (or approval for them offer the program). Please advise. The only thing visible under Info Technology is "BASIC."

Current Institution: \*

Destination Institution:

Subject Area:

Term/Year Taken:

\*Denotes Required Field



# Common Pitfalls

- Institution is not approved to offer this CTAG discipline



Tue 8/5/2014 5:38 PM

Ryan Cupp <rcupp@regents.state.oh.us>

RE: Question about CTIT013 from [redacted]

To: Ramos, Karen (ramoska)

**i** You replied to this message on 8/6/2014 1:16 PM.

cs doesn't have that CTAN approved. Use the "Approved Course/Program" option when you don't see an equivalency and it'll show you all of the CTANs/Programs the school has approved. 😊

Ryan W. Cupp

Administrator, (CT)<sup>2</sup>

The Ohio Articulation and Transfer Network

Phone: 614.752.9474

Email: [rcupp@regents.state.oh.us](mailto:rcupp@regents.state.oh.us)

<http://www.ohiohighered.org/transfer/CT2>



# Common Pitfalls

- Institution is not approved to offer this CTAG discipline

The screenshot shows the OhioHigherEd website. At the top right, there is a navigation bar with "Ohio.gov" and "State Ag". The main header features the "OhioHigherEd" logo and "University System of Ohio". Below the header is a dark navigation menu with links for "OHIO BOARD OF REGENTS", "STUDENTS", "EDUCATORS", "BUSINESS", "AGENCY INITIATIVES", and "NEWS". The breadcrumb trail reads "Home » Educators » Credit Transfer". The main heading is "Career-Technical Credit Transfer (CT)²" with a printer icon to its right. The main content area contains a paragraph about the site's purpose, a paragraph about CTAGs, and a list of links for more information. A red arrow points to the "Approved Programs and Courses" link in the list. At the bottom, there is a concluding paragraph.

OhioHigherEd  
University System of Ohio

OHIO BOARD OF REGENTS | STUDENTS | EDUCATORS | BUSINESS | AGENCY INITIATIVES | NEWS

Home » Educators » Credit Transfer

## Career-Technical Credit Transfer (CT)²

This site is dedicated to information on Ohio's Articulation and Transfer Policy. Students are guaranteed the transfer of applicable credits among Ohio's public colleges and universities and equitable treatment in the application of credits to admissions and degree requirements. (CT)² helps more high school and adult career-technical students to go to college and enter with college credit; technical credit saves students money and time; and Ohio business and industry will benefit from more employees with higher education and advanced skills. This site provides information on career-technical course work that students can complete and transfer. It also provides information for campus staff to facilitate program approval for their career-technical programs

Students who successfully complete specified programs technical programs are eligible to have technical credit transfer to public colleges and universities. This transfer of credit is described in Career-Technical Assurance Guides (CTAG). CTAGs are advising tools that assist students moving from Ohio secondary and adult career-technical institutions to Ohio public institutions of higher education.

For information about this initiative, visit the following pages:

- [Basic Information](#)
- [\(CT\)² Archives](#)
- [CTAG Descriptions](#)
- [Approved Programs and Courses](#)
- [Secondary Career-Technical Alignment Initiative \(SCTAI\)](#)
- [\(CT\)² Directory](#)
- [Submission and Review Timeline](#)
- [How to Submit](#)

We hope this site is helpful for students, parents and campus personnel. This initiative is designed to assist in planning, from the high school and adult workforce level through the college or university level.



# Common Pitfalls

Select your search type:

- Approved Course/Program List  
 Course/Program Equivalency Comparison



Use this feature to see if your institution is approved to offer the program

Directions on How to Use

Current Institution: INST OF TECHNOLOGY

Program: INFORMATION TECHNOLOGY

Equivalency ID: CTIT013 - MS Windows Server 2003 Environment

Term/Year Taken: AU2013

Program/Course Level:  Adult  Secondary  Collegiate

Search

Clear

## Approved Course Search Results

Save as Excel Save as PDF Print Friendly Version

There are no results currently found in the system for the options selected.





# Common Pitfalls

- Counselor did not sign the form
- Approval seal is missing

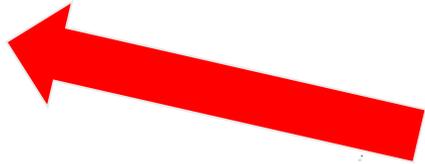
**Part III: To be completed by Sending/Verifying Institution (Career-Technical Institution):**

Name of Institution: \_\_\_\_\_ : High School CTC  
High School or Adult Workforce Education (AWE): Kettering Fairmont HS  
Address: 3301 Shroyer Rd  
Kettering, OH 45429  
Phone #: (937) 499-1632  
Name of (CT)<sup>2</sup> Contact Person: Liz Jensen  
Title of (CT)<sup>2</sup> Contact Person: Career Tech Coordinator



Signature of (CT)<sup>2</sup> Contact Person: \_\_\_\_\_

Date: 5/15/14



**IMPORTANT**



# Common Pitfalls

## Missing Supporting Documentation



Office of Admissions  
Department of Enrollment Management  
Division of Student Affairs and Services  
University of Cincinnati  
P O Box 210091  
Cincinnati, OH 45221-0091

340 University Pavilion  
Fax (513)556-1105  
Phone: (513) 556-1077  
Email: [credeval@uc.edu](mailto:credeval@uc.edu)

TO: Tech School  
3603 Tech Road  
Hamilton, OH 45011  
Attn.: Counselor Davis

FROM: Karen Ramos  
Assistant Director

DATE: April 26, 2013

RE: Incomplete CTAG Verification Form (received for **KAITLYNN BURGESS**)

We recently received an incomplete CTAG (CT2) verification form.

The student identified will not receive posted credit until we receive follow up from you regarding the following:

Required Credential or License (for CT areas):

- Basic: passage of OCTA End of Program Assessment, IC3 Certificate of ICDL Certificate
- Network + (see attached page)
- A+ Essentials (see enclosed page)
- A+ Technician: CompTIA A+ Essentials Certificate
- Intro to Desktop Operating Systems: OCTA End of Program Assessment
- Intro to User Support (see attached page)
- Windows Desktop Operating Systems (see attached page)
- Managing & Maintaining a Microsoft Windows Server: MS Exam 70-290

Your prompt assistance would be greatly appreciated. We can be reached via email, mail or fax:

- E-mail: [credeval@uc.edu](mailto:credeval@uc.edu)
- Mail: Office of Admissions  
University of Cincinnati  
P.O. Box 210091  
Cincinnati, OH 45221-0091



# Common Pitfalls

## Required supporting documentation missing

### List of required licenses/credentials needed to receive college credit.

(CT) <sup>2</sup> Technology	Required Credential or License
<b>Automotive</b>	Passage of NATEF End of Program Assessment or ASE Certification in Respective Technology: Brakes, Electrical, Engine, & Suspension/Steering
<b>Basic Police Officer</b>	Current and Valid Ohio Basic Peace Officers Training Certificate
<b>Culinary</b>	<b>Sanitation &amp; Safety</b> - Current NRA ServSafe Certificate <b>Intro to Hospitality &amp; Tourism</b> – Current ORA ProStart Certificate <b>Food Production Lab</b> – Current NRA ServSafe Certificate <u>and</u> ORA ProStart Certificate and/or ACEFAC Junior Culinarian Certificate <b>Cooperative Work Experience</b> – Current ORA ProStart Certificate
<b>Education</b>	A score of 85 or Higher on the Tech-Prep Education Portfolio
<b>Electrical Engineering Technology</b>	No need to show credentials.
<b>EMT</b>	Current Ohio First Responder, EMT-B, EMT-I, or EMT-P Certificate (Note: the credential depends on the level to which the student is applying). Online verification is also available for colleges/universities at <a href="https://www.dps.state.oh.us/certrenewal/Verification.aspx">https://www.dps.state.oh.us/certrenewal/Verification.aspx</a> .
<b>Fire Fighting</b>	Current Ohio Fire Fighter Certification as a Volunteer Fire Fighter, Fire Fighter I, Fire Fighter II, Fire Service Instructor, or Fire Safety Inspector (Note: the credential depends on the level to which the student is applying)



# Common Pitfalls

Select your search type:

Approved Course/Program List

Course/Program Equivalency Comparison

[Directions on How to Use](#) [Understanding the Results](#)

Current Institution: \* APOLLO JVSD

Destination Institution: UNIVERSITY OF CINCINNATI

Subject Area: - Select All -

Term/Year Taken: - Select All -

\*Denotes Required Field

[Search](#)

[Clear](#)

**Course Equivalency Report**

- We may not have equivalency credit to offer for all CTANS indicated on form



# Common Pitfalls

- We don't have any equivalency credit to offer

**Current Institution:** APOLLO JVSD

**Transferring to Institution:** UNIVERSITY OF CINCINNATI

**Subject Area:** ALL AREAS

**Term/Year Taken:** ALL TERMS

 [Save as Excel](#)  [Save as PDF](#)  [Print Friendly Version](#)

<u>Ohio Articulation Number</u> <sup>▲</sup>	<u>Location</u>	<u>Source Program/Course</u>	<u>Level</u>		<u>Destination</u>	<u>Destination Courses(s)</u>	<u>From Term</u>	<u>To Term</u>
CT MECHANICAL ENGINEERING TECHNOLOGY Computer Aided Drafting and Design (CADD)	APOLLO CAREER CENTER VOC	• CAD I -HS	SECONDARY	is equivalent to the combination of	UNIVERSITY OF CINCINNATI	• 34EGTN181 • 34EGTN182	AU2008	SM2012
CT MECHANICAL ENGINEERING TECHNOLOGY Computer Aided Drafting and Design (CADD)	APOLLO CAREER CENTER VOC	• CAD I -HS	SECONDARY	is equivalent to the combination of	UNIVERSITY OF CINCINNATI	• 32MET171 • 32MET172	AU2008	SM2012
CT MECHANICAL ENGINEERING TECHNOLOGY Computer Aided Drafting and Design (CADD)	APOLLO CAREER CENTER VOC	• CAD I -HS	SECONDARY	is equivalent to	UNIVERSITY OF CINCINNATI	• MET 1072C	AU2012	
CT MECHANICAL ENGINEERING TECHNOLOGY Computer Aided Drafting and Design (CADD)	APOLLO CAREER CENTER VOC	• CAD I -HS	SECONDARY	is equivalent to	UNIVERSITY OF CINCINNATI-CLERMONT COLLEGE	• MET 1072C	AU2012	
CT MECHANICAL ENGINEERING TECHNOLOGY Computer Aided Drafting and Design (CADD)	APOLLO CAREER CENTER VOC	• CAD I -HS	SECONDARY	is equivalent to	UNIVERSITY OF CINCINNATI-CLERMONT COLLEGE	• EGTN1025C	AU2012	



# Common Pitfalls

- We don't have any equivalency credit to offer

**Current Institution:** APOLLO JVSD

**Transferring to Institution:** UNIVERSITY OF CINCINNATI

**Subject Area:** ALL AREAS

**Term/Year Taken:** ALL TERMS

Pay attention  
to the end date



Save as Excel Save as PDF Print Friendly Version

<u>Ohio Articulation Number</u> <sup>▲</sup>	<u>Location</u>	<u>Source Program/Course</u>	<u>Level</u>		<u>Destination</u>	<u>Destination Courses(s)</u>	<u>From Term</u>	<u>To Term</u>
CT MECHANICAL ENGINEERING TECHNOLOGY Computer Aided Drafting and Design (CADD)	APOLLO CAREER CENTER VOC	• CAD I -HS	SECONDARY	is equivalent to the combination of	UNIVERSITY OF CINCINNATI	• 34EGTN181 • 34EGTN182	AU2008	SM2012
CT MECHANICAL ENGINEERING TECHNOLOGY Computer Aided Drafting and Design (CADD)	APOLLO CAREER CENTER VOC	• CAD I -HS	SECONDARY	is equivalent to the combination of	UNIVERSITY OF CINCINNATI	• 32MET171 • 32MET172	AU2008	SM2012
CT MECHANICAL ENGINEERING TECHNOLOGY Computer Aided Drafting and Design (CADD)	APOLLO CAREER CENTER VOC	• CAD I -HS	SECONDARY	is equivalent to	UNIVERSITY OF CINCINNATI	• MET 1072C	AU2012	
CT MECHANICAL ENGINEERING TECHNOLOGY Computer Aided Drafting and Design (CADD)	APOLLO CAREER CENTER VOC	• CAD I -HS	SECONDARY	is equivalent to	UNIVERSITY OF CINCINNATI-CLERMONT COLLEGE	• MET 1072C	AU2012	
CT MECHANICAL ENGINEERING TECHNOLOGY Computer Aided Drafting and Design (CADD)	APOLLO CAREER CENTER VOC	• CAD I -HS	SECONDARY	is equivalent to	UNIVERSITY OF CINCINNATI-CLERMONT COLLEGE	• EGTN1025C	AU2012	

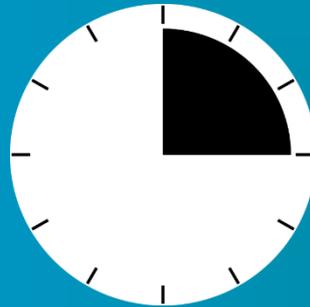


# \*Exception to the Above\*

- Sending institution is approved, receiving institution has the course/program area but is not yet approved. What then?!?!
- Higher Ed Inst. is **REQUIRED** to grant credit within the major for at least the same amount of credit specified in the CTAN.

# Best Practices

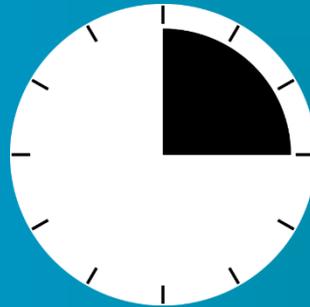
- ★ Send the verification forms as soon as they are ready; do not wait for pitfalls to become evident later



- ★ Include all supporting test scores and/or transcripts if you have them available

# Best Practices

- ★ Send the verification forms as soon as they are ready; do not wait for pitfalls to become evident later



- ★ Include all supporting test scores and/or transcripts if you have them available

# Best Practices



Double check OBR's website first to make certain your institution is on the approved list for the CTAN areas indicated on the form.



Double check Part III: Sign/date and then add your school's "seal of approval."



Advise your students on the process

# Best Practices



Communicate with us! But in order for credit to be awarded or pre-requisites waived official documentation **MUST BE RECEIVED.**

From:  
Sent: Tuesday, June 25, 2013 10:29 AM  
To: Ramos, Karen (ramoska)  
Subject: RE: TPA Students

[↑ Next](#) [↓ Previous](#)

Thank you very much Karen. This is the first year that T B has had the Teaching Professions Program as well as my first year for teaching it. So there's a lot of things that we're still trying to figure out. The relationship between A and B is that A is the one providing the course as a satellite program at the T B school. So the students are all enrolled at T B full-time and I teach the course at the school. But A is the one to take care of providing all the equipment, paperwork, etc. In the past other teachers have been able to send test scores and letters of completion to help allow students to enroll in other courses ahead of the paperwork since it can take weeks to process. If there is anything that we can do to help the students out, please let me know. I'll do whatever I can to help move this along. My cell number is \_\_\_\_\_ Please feel free to call me. Thank you again!

Teaching Professions Instructor

School B



**“ahead of the paperwork”**

tenki    ขอขอบคุณคุณ    taak    спасибо    kam sah harrida  
дзякуй    hvála    תודה    dhanyavada galu  
gracias    dziękuję    bedankt    blagodaram    mési    xièxiè    tanemirt  
arigatō    danke    kop khun krap    mochchakkeram    trugarez    dank je  
aciū    shukriya    ありがとう    kã ora    dankon    dèkuji  
teşekkür ederim    ederingim    obrigada    obrigada  
sukriya    obrigado    dakujem  
terima kasih    謝謝    merci    nanni    vnaka  
mauruuru    go raibh maith agat    merci    nanni    vnaka

# My contact information



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West

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