You’ve earned it!
Credit Verification & Award

Putting the Pieces Together....
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

1. Student completes Part I

2. Approved CTAG provider completes Part II

3. Approved CTAG provider completes Part III

4. Attach relevant documentation (if required)
Verification Form Structure

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

2. http://goo.gl/4m0WID

Not Official Without Part III. Student Must Not Hand-Carry.

*Administrators may request Part III of the Verification Form from Ryan Cup (cup@students.ohio.edu 614.522.8474)
**Verification Form Structure**

### Information Technology – cont’d

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

---

*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 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)^2 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.
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 Shrover Rd
Kettering, OH 45429
Phone #: (937) 499-1632
Name of (CT)² Contact Person: Liz Jensen
Title of (CT)² Contact Person: Career Tech Coordinator
Signature of (CT)² Contact Person: Elizabeth A. Jensen Date: 5/15/14

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

<table>
<thead>
<tr>
<th>(CT)^2 Technology</th>
<th>Required Credential or License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive</td>
<td>Passage of NATEF End of Program Assessment or ASE Certification in Respective Technology: Brakes, Electrical, Engine, &amp; Suspension/Steering</td>
</tr>
<tr>
<td>Basic Police Officer</td>
<td>Current and Valid Ohio Basic Peace Officers Training Certificate</td>
</tr>
</tbody>
</table>
| Culinary                               |Sanitation & Safety - Current NRA ServSafe Certificate  
Intro to Hospitality & Tourism – Current ORA ProStart Certificate  
Food Production Lab – Current NRA ServSafe Certificate and/or ORA ProStart Certificate  
and/or ACFEFAC Junior Culinarian Certificate  
Cooperative Work Experience – Current ORA ProStart Certificate                                                   |
| Education                              | A score of 85 or Higher on the Tech-Prep Education Portfolio                                                     |
| Electrical Engineering Technology      | No need to show credentials.                                                                                     |
| EMT                                    | 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  
https://www.dps.state.oh.us/ceptrenewal/verification.aspx.                                                   |
| Fire Fighting                          | 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)                                     |
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.
Verification Form Structure

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

<table>
<thead>
<tr>
<th>External Course</th>
<th>Begin Date</th>
<th>Credit Level</th>
<th>Type</th>
<th>Credit Hrs</th>
<th>Min Qual</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTMET004</td>
<td>01 01 2007</td>
<td>Undergraduate</td>
<td>S</td>
<td>3.00</td>
<td>_1.6667</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Std Credit ID</th>
<th>Credit Level</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET2030</td>
<td>U Undergraduate</td>
<td>_3.00</td>
</tr>
<tr>
<td>MET2030L</td>
<td>U Undergraduate</td>
<td>_1.00</td>
</tr>
</tbody>
</table>

CTAN

Tech / Career Center

UC Equivalency
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:** CRCH Baccalaureate  
**Admit Term:** Fall Semester 2014-15  
**Academic Plan:** English Literature

---

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

---

**Internal Articulation Term:** Fall Semester 2014-15

<table>
<thead>
<tr>
<th>External Transfer Record</th>
<th>Title</th>
<th>Units</th>
<th>Grade</th>
<th>Status</th>
<th>Internal Subject</th>
<th>Equivalency/Reject Reason</th>
<th>Internal Units</th>
<th>Grade</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CTMET 005</td>
<td>Mech Eng Technology</td>
<td>3.00</td>
<td>TP</td>
<td>Accepted</td>
<td>MET</td>
<td>ENG. DBS. GRAPHICS</td>
<td>3.00</td>
<td>TP</td>
<td></td>
</tr>
<tr>
<td>2 CTMET 004</td>
<td>Mech Eng Tech Manufacturing Pr</td>
<td>3.00</td>
<td>TP</td>
<td>Accepted</td>
<td>MET</td>
<td>MFG PROCESSES</td>
<td>3.00</td>
<td>TP</td>
<td></td>
</tr>
</tbody>
</table>

---

**Transfer Credit Summary:** Apollo Career Center

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transferred Total</td>
<td>7.00</td>
</tr>
<tr>
<td>Accepted (Not Posted)</td>
<td>7.00</td>
</tr>
<tr>
<td>Contingent</td>
<td>0.00</td>
</tr>
<tr>
<td>Posted</td>
<td>0.00</td>
</tr>
<tr>
<td>Not Transferred Total</td>
<td>0.00</td>
</tr>
<tr>
<td>Rejected</td>
<td>0.00</td>
</tr>
<tr>
<td>No Rule</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| 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](http://goo.gl/hHqig1)
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.

TO: Karen Ramos
Assistant Director

FROM: Office of Admissions
University of Cincinnati
P.O. Box 210091
Cincinnati, OH 45221-0091

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 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:** crdeval@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 information.

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

- Institution is not approved to offer this CTAG discipline

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**Email:**

**From:** Ryan Cupp <rcupp@regents.state.oh.us>

**To:** Ramos, Karen (ramoska)

**Date:** Tue 8/5/2014 5:38 PM

**Subject:** RE: Question about CTIT013 from Ramos, Karen (ramoska)

---

ryan
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)²
The Ohio Articulation and Transfer Network
Phone: 614.752.9474
Email: rcupp@regents.state.oh.us
[http://www.ohiohighered.org/transfer/CT2](http://www.ohiohighered.org/transfer/CT2)
Common Pitfalls

Institution is not approved to offer this CTAG discipline
### Common Pitfalls

**Institution is not approved to offer this CTAG discipline**

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

<table>
<thead>
<tr>
<th>Select your search type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved Course/Program List</td>
</tr>
<tr>
<td>☐ Course/Program Equivalency Comparison</td>
</tr>
</tbody>
</table>

**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**

**Approved Course Search Results**

*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
Common Pitfalls

Missing Supporting Documentation

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

FROM: Karan 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
- Mail: Office of Admissions
  University of Cincinnati
  P.O. Box 210091
  Cincinnati, OH 45221-0091
List of required licenses/credentials needed to receive college credit.

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| Culinary                                | Sanitation & Safety - Current NRA ServSafe Certificate
Intro to Hospitality & Tourism – Current ORA ProStart Certificate
Food Production Lab – Current NRA ServSafe Certificate and ORA ProStart Certificate and/or ACFE FAC Junior Culinarian Certificate
Cooperative Work Experience – Current ORA ProStart Certificate |
| Education                               | A score of 85 or Higher on the Tech-Prep Education Portfolio                                                                                            |
| Electrical Engineering Technology       | No need to show credentials.                                                                                                                            |
| EMT                                     | 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 https://www.dps.state.oh.us/certrenewal/Verification.aspx. |
| Fire Fighting                           | 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

- 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

<table>
<thead>
<tr>
<th>Ohio Articulation Number</th>
<th>Location</th>
<th>Source Program/Course</th>
<th>Level</th>
<th>Destination</th>
<th>Destination Courses(s)</th>
<th>From Term</th>
<th>To Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT MECHANICAL ENGINEERING TECHNOLOGY</td>
<td>APOLOJC</td>
<td>• CAD I - HS</td>
<td>SECONDARY</td>
<td>UNIVERSITY OF CINCINNATI</td>
<td>• 34ESTN181</td>
<td>AU2008</td>
<td>SM2012</td>
</tr>
<tr>
<td>CT MECHANICAL ENGINEERING TECHNOLOGY</td>
<td>APOLOJC</td>
<td>• CAD I - HS</td>
<td>SECONDARY</td>
<td>UNIVERSITY OF CINCINNATI</td>
<td>• 34EGTN182</td>
<td>AU2008</td>
<td>SM2012</td>
</tr>
<tr>
<td>CT MECHANICAL ENGINEERING TECHNOLOGY</td>
<td>APOLOJC</td>
<td>• CAD I - HS</td>
<td>SECONDARY</td>
<td>UNIVERSITY OF CINCINNATI</td>
<td>• 32MET171</td>
<td>AU2008</td>
<td>SM2012</td>
</tr>
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<td>APOLOJC</td>
<td>• CAD I - HS</td>
<td>SECONDARY</td>
<td>UNIVERSITY OF CINCINNATI</td>
<td>• 32MET172</td>
<td>AU2008</td>
<td>SM2012</td>
</tr>
<tr>
<td>CT MECHANICAL ENGINEERING TECHNOLOGY</td>
<td>APOLOJC</td>
<td>• CAD I - HS</td>
<td>SECONDARY</td>
<td>UNIVERSITY OF CINCINNATI</td>
<td>• MET 1072C</td>
<td>AU2012</td>
<td></td>
</tr>
<tr>
<td>CT MECHANICAL ENGINEERING TECHNOLOGY</td>
<td>APOLOJC</td>
<td>• CAD I - HS</td>
<td>SECONDARY</td>
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<td>• MET 1072C</td>
<td>AU2012</td>
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<td>• CAD I - HS</td>
<td>SECONDARY</td>
<td>UNIVERSITY OF CINCINNATI-CLERWONT COLLEGE</td>
<td>• EGTN1025C</td>
<td>AU2012</td>
<td></td>
</tr>
</tbody>
</table>
# Common Pitfalls

- We don’t have any equivalency credit to offer

---

<table>
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<th>Ohio Articulation Number</th>
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<th>Level</th>
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<th>Destination Courses(s)</th>
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<th>To Term</th>
</tr>
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<tbody>
<tr>
<td>CT MECHANICAL ENGINEERING TECHNOLOGY</td>
<td>APOLLO CAREER CENTER VOC Computer Aided Drafting and Design (CADD)</td>
<td>CAD I-HS</td>
<td>SECONDARY</td>
<td>UNIVERSITY OF CINCINNATI is equivalent to the combination of</td>
<td>34ESTN181, 34EGTN182</td>
<td>AU2008</td>
<td>SM2012</td>
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<tr>
<td>CT MECHANICAL ENGINEERING TECHNOLOGY</td>
<td>APOLLO CAREER CENTER VOC Computer Aided Drafting and Design (CADD)</td>
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<td>EGTN1025C</td>
<td>AU2012</td>
<td></td>
</tr>
</tbody>
</table>
*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

Thank you very much Karen. This is the first year that School 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 School B school. So the students are all enrolled at School B full-time and I teach the course at the school. But B 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 [redacted]. Please feel free to call me. Thank you again!

Teaching Professions Instructor

“ahead of the paperwork”
thank you
My contact information

Karen Ramos, MA
Asst Director

Uptown
Campus
West

SIS-Functional Team
UNIV PAV
2618 McMicken Cir
Cincinnati OH 45221-0216

Tel:
Fax: (513)556-1105
E-mail: karen.ramos@uc.edu