



Memorandum

To: Career-Technical Center Directors and Superintendents

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

Date: June 17, 2016

Subject: Updated Career-Technical Assurance Guide (CTAG): Entrepreneurship for Applied Business Programs

I am pleased to announce an update to the Career-Technical Assurance Guide (CTAG) that facilitates transfer from Ohio’s public secondary career-technical institutions to Ohio’s Public Colleges and Universities in the area of Entrepreneurship. This memo provides an overview of the Entrepreneurship for Applied Business Programs CTAG. It also addresses the need for secondary action and participation.

Entrepreneurship for Applied Business Programs

The Entrepreneurship for Applied Business Programs CTAG was created through the Secondary Career-Technical Alignment Initiative (SCTAI), a collaborative effort between the Ohio Department of Higher Education (formerly, Ohio Board of Regents) and the Ohio Department of Education (ODE), which supports the legislative mandates in ORC 3333.162. Faculty experts from two-year and four-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. A survey was sent to all of Ohio’s Public Colleges and Universities member institutions for review, comment, and endorsement. Findings favored the creation of a statewide agreement in Entrepreneurship for Applied Business Programs and the addition of one new Career-Technical Articulation Number (CTAN) for statewide articulation. The attached assurance guide details the criteria that will provide secondary career-technical students the opportunity to earn credit for the approved CTAN below. This letter addresses the need for the participation of secondary institutions.

The Entrepreneurship for Applied Business Programs CTAG includes the following CTAN:

Table A: Information Support Services and Networking CTAG Crosswalk to ODE Courses

Career-Technical Articulation Numbers (CTAN)	ODE/EMIS Course Number and Name
CTENTR001- Introduction to Entrepreneurship (3 Credits)	141030 - Strategic Entrepreneurship

Course Submission Process: For the CTAN contained in Table A above, the End of Course (WebXam™) qualifying scores are notated with the corresponding CTAN and ODE course(s). For CTAN **CTENTR001- Introduction to Entrepreneurship** [ODE Course Strategic Entrepreneurship (EMIS Code 141030) students must earn a qualifying score of 56 or higher on the End of Course WebXam™.

Programs may submit the Certificate of Affirmation Form for course approval. Students must meet the qualifying scores for each corresponding ODE End-of-Course examination as indicated above. The Certificate of Affirmation Form can be accessed at <https://www.ohiohighered.org/transfer/ct2/affirmation>.

The Affirmation Form must be signed by a district administrator. This Affirmation Form requires faculty to confirm that the appropriate ODE course, aligned with CTAN listed in Table A, are being taught at the secondary institution.

Process for Students to Earn Credit: The following steps must occur for secondary students to have the opportunity to access college credit for these courses:

1. For CTAN CTENTR001 Introduction to Entrepreneurship, secondary institutions must submit their course information to the Course Equivalency Management System (CEMS). Programs must provide a narrative description of how they meet the learning outcomes including in the CTAN and document how students are measured throughout the course.
2. Students must:
 - a) pass the ODE aligned course(s) with a "C" or better
 - b) pass the corresponding End-of-Course examination with a qualifying score
3. Students must then work with their secondary institution(s) to ensure that their official high school transcript includes the course information and grade. Transcripts and the (CT)² Verification Form (available on our website), <https://www.ohiohighered.org/node/5076>, must then be submitted to the post-secondary institution(s) where the student chooses to enroll. The post-secondary institution must also be a part of the statewide agreement or offer the career-technical course, similar to Introduction to Entrepreneurship or Small Business management in an Applied Business Degree, to facilitate transfer.

If your institution offers the ODE course please submit the course through the Course Equivalency Management System ([CEMS](#)) for review. Providing a submission prior to September 26, 2016 will allow the course and required documentation to be reviewed in the next review cycle. All institutions will need to make a submission for the aforementioned CTAN if they have a comparable course.

I would like to thank all of those involved in this process for their dedication and support. The names of the faculty participants are listed on page 3 of the Entrepreneurship for Applied Business Programs CTAG. If you have any questions, please feel to contact Monique Menefee-Profitt, Associate Director of Career-Technical Transfer Initiatives, mmenefee-profitt@highered.ohio.gov, 614-387-1022 or Jamilah Tucker, Director of Career-Technical Transfer Initiatives, jjones@highered.ohio.gov, 614-466-0573. For technical assistance with a submission, please contact Ryan Cupp, Administrator Career-Technical Transfer Initiatives, rcupp@highered.ohio.gov, 614-752-9474.

Enclosures (1)