Memorandum

To:	**Career-Technical Center Directors and Superintendents**
From:	**Dr. Paula Compton, Associate Vice Chancellor, Articulation and Transfer**
Date:	**June 26, 2017**
Subject:	**Revised Career-Technical Assurance Guide (CTAG): Introduction to Education**

I am pleased to announce the revised Introduction to Education Career-Technical Assurance Guide (CTAG) that facilitates transfer within Ohio's Public Colleges and Universities and Public Secondary Career-Technical Education programs. This memo provides an overview of the Introduction to Education CTAG and also addresses the need for the participation of secondary institutions.

Introduction to Education:
The Introduction to Education CTAG was created through the Secondary Career-Technical Alignment Initiative (SCTAI), a collaborative effort between the Ohio Department of Higher Education (ODHE) 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 the ODE Technical Content Standards and then aligning those standards with post-secondary learning outcomes. A survey of alignment was sent to all of Ohio's Public Colleges and Universities for review, comment, and endorsement. Findings favored an update to Introduction to Education with the revision of one 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 post-secondary credit for the approved CTAN.

The Introduction to Education CTAG includes the following CTAN:

Table A: Introduction to Education CTAG Crosswalk to ODE Courses		
Career-Technical Articulation Number (CTAN)	**Ohio Department of Education (ODE) EMIS Course Name Number and**	**Student Requirements for CTAG Credit** [Exam scores and course letter grades ("C" or greater) must be from an approved program]
CTEDU007 - Introduction to Education	350010- Education Principles	• A grade of "C" or Better for this ODE Course is required for CTAG credit • A WebXam™ qualifying score is forthcoming, and will be required • Completion of a portfolio is required

Please see the attached CTAG document for the course description and learning outcomes.

SUBMISSION REQUIREMENTS

Full Faculty Review: For CTEDU007 - Introduction to Education [ODE course Education Principles (350010)] a full faculty review will be required. Institutions will need to make course submissions through the Course Equivalency Management System (CEMS) for the CTAN if they have a comparable course. Institutions will be required to provide a narrative description for how their submitted course meets each learning outcome for the CTAN.

Institutions with prior approval are asked to submit their courses according to the revised learning outcomes by Fall 2018. Institutions that make a submission by Fall 2018 will maintain the statewide guarantee. This in turn will not disadvantage graduating students the opportunity for accessing post-secondary CTAG credit.

If your institution offers Education Principles as listed in Table A, you may submit the course and supporting documents through CEMS for review. The first submission deadline will be by October 2, 2017. Your institution may become an early adopter by making a submission prior to the expected submission deadline. Please contact Monique Menefee-Profitt, mmenefee-profitt@highered.ohio.gov, 614-387-1022 or Ryan Cupp, rcupp@highered.ohio.gov 614-752-9474 for assistance with revisions needed for these CTANs.

Review Panel Nominations: A faculty review panel will be composed to conduct reviews for institutional courses submitted through CEMS. If you are aware of an instructor who could serve as a faculty review panel member for the Introduction to Education CTAG we would welcome their participation. Please follow the link to submit your nomination https://www.surveymonkey.com/r/KTZ6Z2D.

Process for Students to Earn Credit: The following steps provide guidance for secondary students to access college credit for this course.

1. Secondary institutions must submit their course information through CEMS for the CTAN taught at the institution and according to the submission requirements. Faculty panels working with ODHE will review the submissions and determine the institution's approval status for each Introduction to Education CTAN submission. The course alignment is shown in Table A.

2. Students must accomplish A, B and C outlined below:
   A. Pass the ODE aligned course with a "C" grade or better
   B. Pass the corresponding End-of-Course examination with a qualifying score for the CTAN when indicated
   C. Complete and earn a passing score on the required portfolio

3. Students must work with their secondary institution(s) to ensure that their official high school transcript, official WebXam^{tm} score, and the $(CT)^2$ Verification Form, (available at the ODHE website https://www.ohiohighered.org/node/5076) are submitted to the post-secondary institution where the student chooses to enroll. To facilitate transfer, the post-secondary institution must also be a participant of the statewide agreement or offer the career-technical discipline.

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 Introduction to Education CTAG. If you have any questions regarding the content of the Introduction to Education CTAG, please contact Jamilah Tucker, jjones@highered.ohio.gov, 614-466-0543 or Monique Menefee-Profitt, mmenefee-profitt@highered.ohio.gov, 614-387-1022.

For technical assistance with a submission, please contact Ryan Cupp, rcupp@highered.ohio.gov, 614-752-9474.

Enclosures (1)