Memorandum

To:	**Career-Technical Center Directors and Superintendents**
From:	**Dr. Paula Compton, Associate Vice Chancellor, Articulation and Transfer**
Date:	**September 7, 2016**
Subject:	**New Career-Technical Assurance Guide (CTAG): Medical Management and Support**

I am pleased to announce a new Career-Technical Assurance Guide (CTAG) that facilitates transfer from to Ohio's Public Colleges and Universities and Public Secondary Career-Technical institutions in the area of Medical Management and Support. This memo provides an overview of the Medical Management and Support CTAG and also addresses the need for the participation of secondary institutions.

Medical Management and Support

The Medical Management and Support 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 was sent to all of Ohio's Public Colleges and Universities for review, comment, and endorsement. Findings favored the creation of a statewide agreement in Medical Management and Support 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.

The Medical Management and Support CTAG includes the following CTAN:

Table A: Medical Management and Support CTAG Crosswalk to ODE Course		
Career-Technical Articulation Number (CTAN)	**Ohio Department of Education (ODE) EMIS Number and Course Name**	**Student Requirements for CTAG Credit** [Exam scores and course letter grades ("C" or greater) must be from an approved program]
CTMMS001 - Medical Office Procedures	142015 - Medical Office Management	Earn a "C" or higher in the course & End-of Course Exam Score of 67 or higher

With the Ohio Department of Education's shift from offering programs to courses, the CTAG submission and approval process, in some cases, has changed for secondary institutions. For the Medical Management and Support CTAG, the CTAN listed in Table A, the Certificate of Affirmation may be submitted through the Course Equivalency Management System (CEMS).

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

End-of-Course Exam Qualifying Cut Score: For CTAN **CTMMS001 - Medical Office Procedures** [ODE course, Medical Office Management (EMIS CODE - 142015)], students are required to earn a qualifying score **67 or higher** on the ODE End-of-Course exam (WebXam[tm]).

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

1. Secondary institutions must submit their course information to the CEMS for the ODE course taught at the institution, and according to the submission requirements for **CTMMS001 - Medical Office Procedures.** The Certificate of Affirmation document can be found here https://www.ohiohighered.org/transfer/ct2/affirmation. The Affirmation document must be signed by a district administrator. This document affirms that faculty teaching the course recognizes that the course provides an opportunity for articulated credit and assures adherence to using the SCTAI alignment document as part of the course delivery.

2. Students must accomplish both a & b outlined below:
   a) Pass the ODE aligned course(s) with "C" or better
   b) Pass the corresponding End-of-Course (WebXam^{tm}) examination with a qualifying cut score of 67 or higher

3. Students must then 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(s) where the student chooses to enroll. In order to facilitate transfer, the post-secondary institutions must also be a participant of the statewide agreement or offer the career-technical discipline.

If your institution offers the CTAN listed in Table A, please submit the course and supporting documents through CEMS for review. Providing a submission no later than 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 comparable courses.

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 Medical Management and Support CTAG. If you have any questions in reference to content of the Medical Management and Support CTAG, please contact Jamilah Tucker, Director of Career-Technical Transfer Initiatives, jjones@highered.ohio.gov, 614-466-0543 or Monique Menefee-Profitt, Associate Director of Career-Technical Transfer Initiatives, mmenefee-profitt@highered.ohio.gov, 614-387-1022. For technical assistance with a submission, please contact Ryan Cupp, Administrator Career-Technical Transfer Initiatives, rcupp@highered.ohio.gov, 614-752-9474.

Enclosures (1)