



Memorandum

To: Career-Technical Center Directors and Superintendents
From: Dr. Paula Compton, Associate Vice Chancellor, Articulation and Transfer
Date: September 27, 2016
Subject: New Career-Technical Assurance Guide (CTAG): Natural Resource Management

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

Natural Resource Management

The Natural Resource Management 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 Natural Resource Management and the addition of three new Career-Technical Articulation Numbers (CTANs) 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 CTANs.

Table A: Natural Resource Management CTAG Crosswalk to ODE Courses

Career-Technical Articulation Numbers (CTANs)	Ohio Department of Education (ODE) EMIS Numbers and Course Names	Student Requirements for CTAG Credit [Exam scores and course letter grades (“C” or greater) must be from an approved program]
CTNRM001 – Environmental Science	010720 – Environmental Science for Agriculture and Natural Resources	End-of-Course Qualifying Score has not yet been determined
CTNRM002 – Field Botany	010710 – Natural Resources	End-of-Course Exam Score of 50 or Higher & “C” Grade or Better in the Course
CTNRM003 – Field Zoology	010745 – Wildlife and Fisheries	End-of-Course Exam Score of 56 or Higher & “C” Grade or Better in the Course

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.

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

Process for Secondary Program Participation

Full Faculty Review: CTAN **CTNRM001 – Environmental Science** [ODE course, Environmental Science for Agriculture and Natural Resources (010720)] requires a full [course review by a faculty panel](#). Once an End-of-Course qualifying score is determined, this may be switched to submission by Certificate of Affirmation. When this occurs, an announcement will be sent to the institutions who may then submit a Certificate Affirmation Form for this CTAN. In the interim a full submission is required.

Certificate of Affirmation: For CTANs **CTNRM002 – Field Botany** [ODE course - Natural Resources (010710), qualifying score 50 or higher] and **CTNRM003 – Field Zoology** [ODE course - Wildlife and Fisheries (010745), qualifying score 56 or higher], the Certificate of Affirmation Form may be submitted through the Course Equivalency Management System (CEMS).

The Affirmation Form is located at this website, <https://www.ohiohighered.org/transfer/ct2/affirmation>. This document affirms that faculty are teaching the course according to ODE Technical Content Standards and aligns with the learning outcomes for a given CTAN.

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. Secondary institutions must submit their course information through CEMS for each Natural Resource Management CTAN taught at the institution, and according to the submission requirements for each CTAN. Faculty panels working with ODHE will review the submissions and determine the institution's approval status for the Natural Resource Management CTANs. Course alignments are shown in Table A.
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 examination with a qualifying score [for those CTANs requiring the examination.]
3. Students must work with their secondary institution(s) to ensure that their official high school transcript, official WebXam™ 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 institution 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 January 16, 2017 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 4 of the Natural Resources Management CTAG. If you have any questions in reference to content of the Natural Resources Management 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)