



Department of Higher Education

John R. Kasich, Governor
John Carey, Chancellor

Memorandum

To: Secondary Career-Technical Directors and Superintendents
From: Dr. Paula Compton, Associate Vice Chancellor, Articulation and Transfer
Date: November 16, 2016
Subject: Updated Career-Technical Assurance Guide (CTAG): Renewable Energy

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 Renewable Energy. This memo provides an overview of the Renewable Energy CTAG and also addresses the need for the participation of secondary institutions.

Renewable Energy

The Renewable Energy CTAG was updated as a result of 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 continuation of a statewide agreement in Renewable Energy and the addition of one new Career-Technical Articulation Number (CTAN), Wind Energy, 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 below.

The Renewable Energy CTAG includes the following CTANs:

Table A: Renewable Energy CTAG Crosswalk to ODE Courses. Table with 3 columns: Career-Technical Articulation Numbers (CTANs), Ohio Department of Education (ODE) EMIS Number and Course Name, and Student Requirements for CTAG Credit. Rows include CTAE001, CTAE002, and CTSP001.

\*Please see Course Submission Section on the following page.

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 the attached CTAG document for course descriptions and learning outcomes.

## **PROCESS FOR SECONDARY PROGRAM PARTICIPATION:**

**Certificate of Affirmation:** For CTAN **CTAE001/ORE001 - Introduction to Alternative and Renewable Energy** [ODE Course, Energy Systems Management (010715), *End-of-Course qualifying score of 53 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.

**Full Faculty Review:** For CTAN **CTAE002 - Wind Energy** [ODE Course, Solar and Wind Energy (010717)] and **CTSP001– Solar Photovoltaic** [ODE Course, Solar and Wind Energy (010717)] a full faculty review will be required. When completing course submissions through the Course Equivalency Management System (CEMS), a narrative description of the course is required for review by a statewide faculty panel.

**\*Course Submission Section:** Institutions must choose to submit for **CTAE002 - Wind Energy OR CTSP001 - Solar Photovoltaic** but not both. Students will only be able to receive post-secondary credit for one of the two CTANs **NOT BOTH**.

### **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 Renewable Energy CTAN taught at the institution and according to the submission requirements for each CTAN. Faculty Panels working with the ODHE will review the submissions and determine the institution's approval status for the Renewable Energy CTANs. Course alignments are shown in Table A.
2. Students must accomplish both A & B outlined below:
  - A) Pass the ODE aligned course with a "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<sup>™</sup> score, and the (CT)<sup>2</sup> 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 5 of the Renewable Energy CTAG. If you have any questions in reference to the content of the Renewable Energy CTAG, please contact Jamilah Tucker, Director of Career-Technical Transfer Initiatives, [jjones@highered.ohio.gov](mailto:jjones@highered.ohio.gov), 614-466-0543 or Monique Menefee-Profitt, Associate Director of Career-Technical Transfer Initiatives, [mmenefee-profitt@highered.ohio.gov](mailto: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](mailto:rcupp@highered.ohio.gov), 614-752-9474.

Enclosures (1)

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