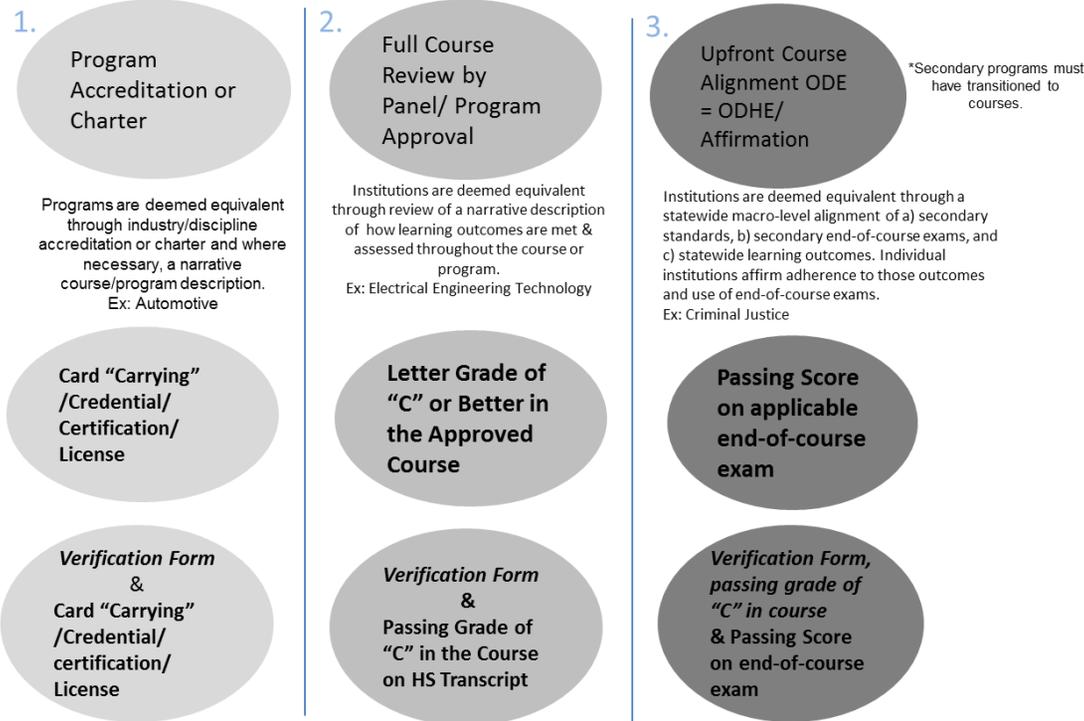


SECONDARY Submission Model

The **Secondary Submission Model** clarifies the three ways in which established statewide CTE articulation agreements are reviewed according to the guidelines of each agreement and further details how secondary students demonstrate what they have learned in approved courses or programs.

How is the institution's program/course reviewed?
 What must secondary students demonstrate?
 What is needed upon matriculation? What is sent to the registrar?



A Note for post secondary institutions: If Option 1 is not the approved statewide guideline for submission, all institutions of higher education submit a full course review (Option 2).

Understanding the Secondary Submission Model

ODHE's submission and review process seeks to ensure that participating institutions (secondary, post-secondary, and adult) align to the statewide learning outcomes in Career-Technical Assurance Guides (CTAGs) and are equivalent enough to facilitate statewide articulation and transfer. The process also ensures that students demonstrate learning.

The review of a secondary institution's course(s) or program(s) can occur through one of three processes:

- 1) Review of a discipline-specific third-party accreditation or charter;
- 2) Review of submitted course materials by a statewide faculty panel, which includes explanation of how learning outcomes are met and measured throughout the course;
- 3) An "upfront" review by a faculty panel that assists ODHE in aligning the Ohio Department of Education Career Field Standard Courses to a CTAN. In this instance, the secondary career-technical institution must have transitioned to courses and been approved by the Ohio Department of Education. Institutions must then submit a Certificate of Affirmation that the district will participate in the statewide agreement.

The way in which students demonstrate learning is tied to the manner in which the program is reviewed. See the model for clarification.

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SCTAI CTAGs

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Technical Area	CTAN	ODE Course #	Review Requirements	
Administrative and Professional Support	CTAPS001-Office Procedures	142005	Certificate of Affirmation	
Agribusiness and Production Systems	CTAGP001-Crop Production	010620	Certificate of Affirmation	
	CTAGP002-Soil Fertility and Fertilizers	010610	Certificate of Affirmation	
	CTAGP003-Agribusiness Management	010115	Certificate of Affirmation	
Air Transportation	CTAIR001-Air Transportation	177020	Certificate of Affirmation	
	CTAIR002-Aircraft Ground Operations	177014	Full Review	
	CTAIR003-Aviation Meteorology	177019	Certificate of Affirmation	
	CTAIR004-Introduction to Aviation	177013	Certificate of Affirmation	
	CTAIR005-Private Pilot Theory	177021	*Review/Industry Accreditation	
*In order for students to access credit, students must pass the FAA Private Pilot-Airplane Certificate written exam				
Animal Science and Mgt.	CTASM001-Intro to Animal Science	010910	Certificate of Affirmation	
Automotive Technology	CTAUT005-Intro to Auto Service and Repair	177000	Industry Accreditation - NATEF	
	CTAUT006-Intro to Medium and Heavy Transportation Equipment Technology	177000	*Industry Accreditation - NATEF	
	*Not all institutions will possess NATEF accreditation to teach this component			
Biotechnology for Food, Plant & Animal Science	CTBTC001-Biotechnology Principles	012010	Certificate of Affirmation	
	CTBTC002-Bioinformatics	012025	Certificate of Affirmation	
Clinical/Medical Laboratory Technology	CTMLT001-Intro to Medical (Clinical) Laboratory Science	072100	Certificate of Affirmation	
Construction Technology	CTCON001-Plan Reading	178019	Certificate of Affirmation	
	CTCON002-Construction Safety (OSHA 30)	178018	OSHA Instructor Certification	
	CTCON003-Construction Methods and Materials	178001	Certificate of Affirmation	
Criminal Justice	CTCJ001-Intro to Criminal Justice	170911	Certificate of Affirmation	
		170913		
		170915		
Early Childhood Education Development	CTECE001-Intro to Early Childhood Education	350205	Certificate of Affirmation	
	CTECE002-Health, Safety, and Nutrition	350230	Certificate of Affirmation	
	CTECE003-Infant and Toddler Curriculum	350210	Certificate of Affirmation	
Education	CTEDU007-Introduction to Education	350010	Full Review	
Electrical Engineering Technology (EET)	CTEET001-DC Circuits	175011 or 175002 or sometimes 175004	Certificate of Affirmation	
		CTEET002-Digital Electronics	175007	Certificate of Affirmation
		CTEET003-Programmable Logic Controllers	175004	Certificate of Affirmation
Emergency Medical Services	CTEMS001-Emergency Medical Responder		Institution Charter – Dept. of Emergency Services	
	CTEMS002-Emergency Medical Technician		Institution Charter – Dept. of Emergency Services	
Entrepreneurship	CTENTR001-Intro to Entrepreneurship	141030	Certificate of Affirmation	
Exercise Science	CTES001-Intro to Exercise Science	072000	Certificate of Affirmation	
	CTES002-Fitness and Health Foundations	072020	Certificate of Affirmation	
Fire Fighter Technology	CTFF002-Fire Fighter I		Institution Charter-Dept. of Emergency Services	
	CTFF003-Fire Fighter II		Institution Charter-Dept. of Emergency Services	

Food Science	CTFSC001-Intro to Food Processing	011010	Certificate of Affirmation	
Health Information Management	CTHIM001-Intro to Health Information Management	072135	Certificate of Affirmation	
	CTHIM002-Legal and Ethical Aspects of Health Information Management	072140	Certificate of Affirmation	
Horticulture	CTHOR001-Floral Design and Marketing	010625	Certificate of Affirmation	
	CTHOR002-Landscape Maintenance	010640	Certificate of Affirmation	
	CTHOR003-Equipment Operation and Maintenance	010615	Certificate of Affirmation	
	CTHOR004-Plant and Horticulture Science	010155	Certificate of Affirmation	
	CTHOR005-Turf-Grass Management	010635	Certificate of Affirmation	
Hospitality, Tourism, and Culinary Arts	CTCF001-Sanitation and Safety		ServSafe Instructor Certification	
	CTCF002-Intro to Hospitality and Tourism	330000	Certificate of Affirmation	
	CTCF005-Basic Food Production	330100	ACF Accreditation or Certificate of Affirmation	
	CTCF006-Front Office Operations	330030	*Certificate of Affirmation	
	CTCF007-Technology in the Hospitality Industry	330035	Certificate of Affirmation	
	CTCF008-Front Office Operations and Housekeeping Operations for the Lodging Industry	330030	Certificate of Affirmation	
	CTCF009-Food Principles and Purchasing	330120	Certificate of Affirmation	
	*Secondary institutions should submit for CTCF008, not CTCF006.			
	Industrial Power Technology	CTAIE001-Hydraulics and Pneumatics Systems	010225	Certificate of Affirmation
Information Support Services/Network Systems	CTIT002-Networking/CompTIA Network+	145035 & 145045	Certificate of Affirmation	
	CTIT005-Intro to Desktop Operating Systems	145030	Certificate of Affirmation	
	CTIT006-Intro to User Support	145050	*Certificate of Affirmation	
	CTIT007-Cisco I – CCNA 1	Cisco Curriculum	Full Review	
	CTIT008-Cisco II – CCNA 2	Cisco Curriculum	Full Review	
	CTIT009-Cisco III – CCNA 3	Cisco Curriculum	Full Review	
	CTIT010-Cisco IV – CCNA 4	Cisco Curriculum	Full Review	
	CTIT011-MS Windows Desktop OS	145030 & 145040	Certificate of Affirmation	
	CTIT013-Microsoft Server Administration	145040	^Certificate of Affirmation	
	CTIT014-PC Operating System, Hardware Operation and Maintenance/A+	145025 & 145030	Certificate of Affirmation	
	CTIT015-CompTIA Security +	145050	*Certificate of Affirmation	
	CTIT016-Linux	145040	^Certificate of Affirmation	
	*Institutions may submit for CTIT006 or CTIT015, but not both.			
	^Institutions may submit for CTIT013 or CTIT016, but not both.			

Interactive Media Technology	CTIM001-2D Animation	145115	Certificate of Affirmation
	CTIM002-Raster Graphics	145100	Certificate of Affirmation
	CTIM003-Vector Graphics	145105	Certificate of Affirmation
	CTIM004-Internet and Web Languages	145010	Certificate of Affirmation
	CTIM005-Graphical Website Design	145125	Certificate of Affirmation
	CTIM006-Digital Video Production	145110	Certificate of Affirmation
	CTIM007-3D Modeling and Animation	145120	Certificate of Affirmation
	CTIM008-Electronic Publishing	145095	Certificate of Affirmation
Mechanical Engineering	CTMET004-Manufacturing Processes	175003	Certificate of Affirmation
	CTMET005-CADD (formerly 001 & 002)	175006	Certificate of Affirmation
Media Arts	CTMDA001-Intro Digital Media Arts and Media Design	340325	Certificate of Affirmation
	CTMDA002-Intro to Audio Production	340130	Certificate of Affirmation
	CTMDA003-Intro to Single Camera Video Production	340145	Certificate of Affirmation
	CTMDA004-Multi-Media Production for the Web	340160	Certificate of Affirmation
Medical Management and Support	CTMMS001-Medical Office Procedures	142015	Certificate of Affirmation
Medical Terminology	CTMT001-Medical Terminology	072150	Certificate of Affirmation
Natural Resource Management	CTNRM001-Environmental Science	010720	Certificate of Affirmation
	CTNRM002-Field Botany	010710	Certificate of Affirmation
	CTNRM003-Field Zoology	010745	Certificate of Affirmation
Nursing	CTPNNUR001-Practical Nurse Technical Learning Outcomes		Board of Nursing Letter of Approval
OSHA 10 Hour Safety	CTS001-Safety		Instructor Certification or Review
Performing Arts	CTPAT001-Stagecraft	340250	Certificate of Affirmation
	CTPAT002-Dance Performance Practicum	340220	Certificate of Affirmation
Pharmacy Technician	CTPT001-Introduction to Pharmacy Technician		Full Review
	CTPT002-Pharmacy Concepts		Full Review
	CTPT003-Pharmacy Laboratory/Clinical Experience		Full Review
Phlebotomy	CTP001-Phlebotomy		Industry Accreditation - NAACLS
Programming	CTPROG001-Computer Logic	145060	Certificate of Affirmation
	CTPROG002-Java Programming	145065	Certificate of Affirmation
	CTPROG003-C++ Programming	145065	Certificate of Affirmation
	CTIT012-Microsoft .NET Fundamentals	145070	Certificate of Affirmation
Renewable Energy	CTAE001-Intro to Alternative and Renewable Energy	010715	Certificate of Affirmation
	CTAE002-Wind Energy	010717	*Certificate of Affirmation
	CTSP001-Solar Photovoltaic	010717	*Certificate of Affirmation
*Secondary institution must choose to teach one of these courses but not both.			
Supply Chain Management Technology	CTSCM001-Intro to Supply Chain Management Technology	142025	Certificate of Affirmation
	CTSCM002-Logistics and Transportation	142030	Certificate of Affirmation
	CTSCM003-Purchasing, Sourcing, and Supplier Management	142020	Certificate of Affirmation

Visual Design and Imaging	CTVDI001-Design and Typography Fundamentals	340320 or 340315	Certificate of Affirmation
	CTVDI002-Fundamentals of Advertising and Communication	340340	Certificate of Affirmation
	CTVDI003-Beginning Digital Image Editing	340120	Certificate of Affirmation
	CTVDI004-Fundamentals of Illustration and Layout	340330	Certificate of Affirmation

**** INDICATES CTAG IS ADULT ONLY**

** Advanced EMT	CTEMS003-Advanced Emergency Medical Technician (AEMT)	Institution Charter-Dept. of Emergency Services
** Fire Safety Inspector	CTFINSP001-Fire Safety Inspector	Institution Charter-Dept. of Emergency Services
** Fire Service Instructor	CTFSI001-Fire Service Instructor	Institution Charter-Dept. of Emergency Services
** Medical Assisting	CTMAT004-Basic Administrative Functions	Industry Accreditation-CAAHEP or AMT for all CTANs
	CTMAT005-Perform Bookkeeping Functions	
	CTMAT006-Process Insurance Claims	
	CTMAT008-Fundamental Procedures	
	CTMAT009-Specimen Collection	
	CTMAT010-Diagnostic Testing	
** Paramedic	CTEMS004-Paramedic	Institution Charter-Dept. of Emergency Services
** Volunteer Fire Fighter	CTVFF001-Volunteer Fire Fighter	Institution Charter-Dept. of Emergency Services
CTAGS UNDER REVISION		
HVAC		Currently Undergoing Revision
** OPOTA		Currently Undergoing Revision
Welding		Currently Undergoing Revision