



**Career-Technical Credit Transfer (CT)<sup>2</sup>**

**Verification of Course Completion Form for Administrative and Professional Support**

**Student:** Complete **Part I** of this form and give it to your career technical teacher to complete **Part II**. Your teacher/school administrator will also download and complete **Part III**. To ensure award of credit, all parts of the form and the End-of-Course Exam (WebXam) Scores should be sent together as a packet to each college/university of your choice. The Verification of Course Completion Form must be sent by the high school administration /not hand carried by the student.

**Part I:** To be completed by **Student** requesting verification:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

College ID Number (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

High School Graduation Date \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Please send this form to the following college/university and department/office:

Name of Institution: \_\_\_\_\_

College Department/Office: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Requesting Student: \_\_\_\_\_ Date: \_\_\_\_\_

Credentials Needed for Credit: <https://bit.ly/2kE75XI>

**Part II.**

Must be completed by a school official and must include course completion dates and initials.

Note: only programs with approval qualify for credit.

**Part II:** To be completed by **Career Technical Center/High School Official**

**Administrative and Professional Support**

CTAN	CTAN NAME	Initial ONLY IF the Student Completed the Course with a "C" or better final grade <i>Term/yyyy</i>	Initial ONLY IF the Institution is approved for CTAN (mark all lines that apply/ <u>check program approval before initialing or awarding credit</u> )	Student has passed the WebXam (official scores and <b>Part III</b> must be attached)
CTAPS001	Office Procedures (ODE Course: 142005) Passing Score of 54 or higher			Yes / No

\*\* Check for CTAN Approval here: <https://goo.gl/TrzmJu>

**NOT OFFICIAL WITHOUT PART III\*. STUDENT MUST NOT HAND-CARRY**

\*Administrators may access Part III of the Verification Form <https://oatnkb.ohiohighered.org/> or call 614.752.9474