



Career-Technical Credit Transfer (CT)²

Verification of Course Completion Form for Construction Technology

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/not hand carried.

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

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

Construction Technology

CTAN	CTAN NAME	Term Completed (with a "C" or better) Term/yyyy	Institution is approved for CTAN (mark all lines that apply/ check program approval before signing *)	Initial all lines that student has completed	Student has taken and passed the WebXam (official scores and Part III must be attached)
CTCON001	Plan Reading (ODE Course: 178019)				Yes / No
CTCON002	Construction Safety (ODE Course: 178018)				Yes / No
CTCON003	Construction Methods and Materials (ODE Course: 178001)				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