



**Department of  
Higher Education**

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

**Verification of Course/Program Completion for Culinary Technology**

**Student:** Complete Part I of this form then give it to your teacher. Request an official high school or GED transcript to be sent to each college/university of your choice in addition to this form. Part II and III are to be completed by a school official.

**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/Adult Workforce Education Program Completion 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 program completion dates and initials.

**Part II:** To be completed by **Sending/Verifying Institution (Career-Technical Institution).**

**Culinary Technology**

CTAN	CTAN NAME	Term Completed (with a "C" or better) Term/yyyy	Institution is approved for CTAN? (mark all lines that apply)	Initial all lines that the student has completed
CTCF001	Sanitation and Safety			
CTCF002	Intro to Hospitality & Tourism			
CTCF003	Food Production Lab			
CTCF004	Cooperative Work Experience			

Check for CTAN Approvals <https://goo.gl/TrzmJu>

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

\*Administrators may request Part III of the Verification Form from Ryan Cupp ([rcupp@highered.ohio.gov](mailto:rcupp@highered.ohio.gov) 614.752.9474)