



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

Verification of Course/Program Completion for Automotive 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 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/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.

Safety CTAN is an optional certificate that not all institutions offer. Only mark if student holds an OSHA 10 Hour Safety Card.

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

Table with 5 columns: CTAN, CTAN NAME, Initial ONLY IF the Student Completed the Course with a "C" or better final grade Term/yyyy, Initial ONLY IF the Institution is approved for CTAN (mark all lines that apply/ check program approval before initialing or awarding credit), Student has passed the NATEF tests (official scores and Part III must be attached). Rows include CTAUT005 and CTAUT006.

Safety

Table with 5 columns: CTAN, CTAN NAME, Initial ONLY IF the Student Completed the Course with a "C" or better final grade Term/yyyy, Initial ONLY IF the Institution is approved for CTAN (mark all lines that apply/ check program approval before initialing or awarding credit), Student has passed the NATEF tests (official scores and Part III must be attached). Row includes CTS001.

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 https://oatnkb.ohiohighered.org/ or call 614.752.9474