



Career-Technical Credit Transfer (CT)²

Verification of Course Completion Form for Horticulture

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 the 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**

Horticulture

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)
CTHOR001	Floral Design and Marketing (ODE Course: 010625) Passing Score of 64 or higher				Yes / No
CTHOR002	Landscape Maintenance (ODE Course: 010640) Passing Score of 56 or higher				Yes / No
CTHOR003	Equipment Operation and Maintenance (ODE Course: 010615) Passing Score of 64 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

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

Safety

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

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)
CTHOR004	Plant and Horticulture Science (ODE Course: 010155) Passing Score of 64 or higher				Yes / No
CTHOR005	Turf-Grass Management (ODE Course: 010635) Passing Score of 60 or higher				Yes / No
CTS001	OSHA 10 Hour Safety				