



Department of
Higher Education

Career-Technical Credit Transfer (CT)²

Verification of Course/Program Completion for Hospitality, Tourism, and Culinary Arts

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: To be completed by, **School Official, Sending/Verifying Institution (Career-Technical Institution), Hospitality, Tourism, and Culinary Arts**

Part II.
Should be completed by a school official and must include program completion dates and initials.

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 taken and passed the WebXam (official scores and Part III must be attached)
CTCF001	Sanitation and Safety (ODE Course: 330000)			Yes / No
CTCF002	Introduction to Hospitality and Tourism (ODE Course: 330000) qualifying score of 68 or higher			Yes / No
CTCF005	Basic Food Production (ODE Course: 330100) qualifying score of 76 of higher			Yes / No

Check for CTAN Approvals <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 **Sending/Verifying Institution (Career-Technical Institution).**
Hospitality, Tourism, and Culinary Arts

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/ <u>check program approval before initialing or awarding credit</u>)	Student has taken and passed the WebXam (official scores and Part III must be attached)
CTCF007	Technology in the Hospitality Industry (ODE Course: 330035) qualifying score of 64 or higher			Yes / No
CTCF006 or CTCF008	Front Office Operations AND Housekeeping Operations for the Lodging Industry (ODE Course: 330030) qualifying score of 77 or higher			Yes / No
CTCF009	Food Principles and Purchasing (ODE Course: 330120) qualifying score of 66 or higher			Yes / No

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