


**Career-Technical Credit Transfer (CT)<sup>2</sup>**
**Verification of Course Completion Form for Information Technology: ISS/Networking**

**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 Sending/Verifying Institution (Career-Technical Institution). Continued on Pg. 2.  
Information Technology: ISS/Networking**

Part II.

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

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)
CTIT002	Networking/CompTIA Network + (ODE Courses: 145035 & ODE Course 145045) Passing Score of 67 or higher for 145035 and passing score of 56 or higher for 145045				Yes / No
CTIT005	Intro to Desktop Operating System (ODE Course: 145030) Passing Score of 73 or Higher				Yes / No

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

**Information Technology: ISS/Networking - cont'd**

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 <b>Part III</b> must be attached)
CTIT006	Intro to User Support (ODE Course: 145050) Passing Score of 63 or Higher				Yes / No
CTIT007	Cisco 1: CCNA 1 Introduction to Networks				N/A – "C" grade or better in Cisco course
CTIT008	Cisco II: CCNA 2 – Routing and Switching Essentials				N/A – "C" grade or better in Cisco course
CTIT009	Cisco III: CCNA 3 – Scaling Networks				N/A – "C" grade or better in Cisco course
CTIT010	Cisco IV: CCNA 4 – Connecting Networks				N/A – "C" grade or better in Cisco course
CTIT011	Microsoft Windows Desktop Operating System (ODE Courses: 145030 & 145040) passing score of 73 or higher for 145030 & passing score of 64 or higher for 145040				Yes / No
CTIT013	Microsoft Server Administration (ODE Course: 145040) Passing score of 64 or higher				Yes / No
CTIT014	PC Operating System, Hardware Operation and Maintenance/A+ (ODE Courses: 145030 & 145025) Passing Score of 73 or Higher for 145030 and a Passing Score of 72 or Higher for 145025				Yes / No
CTIT015	CompTIA Security+ (ODE Course: 145050) Passing Score of 63 or Higher				Yes / No
CTIT016	Linux (ODE Course: 145040) Passing score of 64 or higher				Yes / No

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