



Career-Technical Credit Transfer (CT)<sup>2</sup> Verification of Course Completion Form

Instructions: Students complete Part I of this form and submit it to their career-technical teacher/high school official to complete Part II and Part III\*. To ensure award of credit, all parts of the form and end-of-course exam (WebXam) scores should be submitted together to each institution of the student’s choice. The Verification of Course Completion Form must be sent by a school official and not submitted by the student.

PART I: To be completed by the student requesting verification.

First Name: Last Name: Middle Initial:

College ID Number (if known): Date of Birth:

High School Graduation Date:

Home Address:

Primary Phone: Secondary Phone:

Email:

Please send this form to the following college/university and department/office: (Contact information is available under “Who to Contact” at: https://www.ohiohighered.org/transfer/ct2/how-to-access-ct2-credit.)

Name of Institution:

College Department/Office:

Address:

Student Signature: Date:

PART II: To be completed by a career-technical center/high school official. CTAN approval may be verified here: https://goo.gl/TrzmJu.

Education

Table with 8 columns: ODE Course, EMIS Code, CTAN, CTAN Name, Credit Hours (Semester), Term Course Completed (Term/Year), Requirement, Student has passed the WebXam (official scores and Part III must be attached). Row 1: Education Principles, 350010, CTEDU007, Introduction to Education, 3, [blank], Course completed with a "C" or better and earn a combined score of 68 or higher on the end-of-course exam and required portfolio, Yes / No.

NOT OFFICIAL WITHOUT PART III

\*Administrators may access Part III of the Verification Form at https://oatnkb.ohiohighered.org/ or by calling 614.644.6767

Please refer to the following guidance memo provided on behalf of Ohio Articulation and Transfer Network staff concerning the awarding of CTAG credit for CTEDU007 Introduction to Education.



To: Career-Technical Credit Transfer Contacts; Administrators (CTE)

From: Anne Skuce, Senior Associate Director; Secondary Career-Technical Alignment Initiative; Ohio Articulation and Transfer Network

Date: June 1, 2018

Subject: Guidance for the award of CTAG credit in Education Principles / Introduction to Education (CTEDU007)

As most of you are aware, the CTAG aligned to the Education Principles course introduced new learning outcomes to align with the TAG. Due to this change, the CTAG, Introduction to Education has been reintroduced as CTEDU007 (Education Principles 350010). On February 4, 2016, the Ohio Articulation and Transfer Network worked with State University Education Deans (SUED) to establish timelines for the acceptance of the former CTAG and adoption timelines for the new CTAG, CTEDU007 Introduction to Education.

Beginning in spring 2018, secondary institutions need only send institutions of higher education a **verification form, test score report, and a certificate of successful completion** for CTEDU007. The form and supplemental documents may look different than in previous years. Score report certificates are only generated for students who pass with a 68% or better. Please send the individual student score report showing the percentage score as well as the student name. Below is a sample of the new certificate of successful completion as well as a WebXam<sup>®</sup> score report. Please send both of these items with the verification form. The "overall" score is a 40/60; portfolio/exam percentage.

Again, as a secondary school, please submit the individual score report PDF available from WebXam<sup>®</sup> and the certificate of successful completion along with the verification form.

**Certificate of Completion Example**



**Test Score Report Example**

Test	Percent Correct	Passing	Advanced	Portfolio				Overall	
				Score	Passing	Addl. Assessor?	Proficient	Advanced	Score
350010 - Education Principles	83%	Yes	No	100%	Yes	No (2)	68%	89%	90%