



Career-Technical Credit Transfer (CT)²

Verification of Course Completion Form for Visual Design and Imaging

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 _____

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.

Must be completed by a school official and must include course completion dates and initials.

Note: only programs with approval qualify for credit.

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

Visual Design and Imaging

CTAN	CTAN NAME	Initial ONLY IF the Student Completed the Course with a "C" or better final grade <i>Term/yyyy</i>	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 WebXam? (official scores and Part III must be attached)
CTVDI001	Design and Typography Fundamentals (ODE Course: 340315, qualifying score of 52 or higher or 340320, qualifying score of 49 or higher)			Yes / No
CTVDI002	Fundamentals of Advertising and Communication (ODE Course: 340340, qualifying score of 44 or higher)			Yes / No
CTVDI003	Beginning Digital Image Editing (ODE Course: 340120, qualifying score of 44 or higher)			Yes / No
CTVDI004	Fundamentals of Illustration and Layout (ODE Course: 340330, qualifying score of 39 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