



PROCESS FLOW OF THE CAREER-TECHNICAL CREDIT TRANSFER (CT)² VERIFICATION OF COURSE/PROGRAM COMPLETION

STEP 1

The student requests that the (CT)² Verification Form be sent to the public college or university of their choice. The Verification Form is sent to the institution (high school, career center, vocational school, Ohio Technical Center) where the career-technical program/course was completed. **The student is only responsible for filling out and signing Part I of the [Verification Form](#).**

STEP 2

The institution verifies that it is approved through the (CT)² process and that the student completed the program/course. The institution completes Part II and Part III of the Verification Form and mails the completed form (parts I, II, and III) to the appropriate college/university. In some cases, the institution is responsible for attaching end-of-program assessments (e.g., exam scores, portfolio scores, etc.). Part III of the Verification Form may be accessed at <https://oatnkb.ohiohighered.org/> or by calling 614.644.6767. Mailing addresses for colleges and universities are available [here](#). **The Verification Form must be submitted a school official and not submitted by the student.**

STEP 3

The student meets with the appropriate college/university representative (e.g., registrar, department chair, etc.). The student should bring all relevant certificates, licenses, or credentials with them to the meeting. The college/university will verify that the student has met the necessary requirements to receive (CT)² credit. Once the college/university has verified the student's records, credit will be awarded.

PLEASE NOTE

The time it takes for (CT)² credit to appear on a student's college/university transcript varies by institution. The institution should inform the student of when they should expect to see their (CT)² credit on an official college/university transcript. If the college credit is not placed on the student's transcript before registering for the next semester, the student should inform his/her advisor during scheduling for the next semester.

General questions may be directed to Shane DeGarmo at sdegarmo@highered.ohio.gov or 614.644.6767.