

**Career-Technical Credit Transfer (CT)²
Verification of Course Completion Form**

Instructions: Students complete **Part I** of this form and submit it to their career-technical teacher/CTE official to complete **Part II** and **Part III**. To ensure award of credit, all parts of the form and evidence that the student has met all requirements for accessing the credit 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. This form should only be used for CTANs **not** associated with a WebXam as a requirement for credit.

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

First Name: _____ Last Name: _____ Middle Initial: _____

Date of Birth: _____

High School Graduation Date: _____

Home Address: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Please send this form to the following [college/university](#):

Not sure if the institution you're interested in attending offers a similar program? You can check to see where you may be eligible to receive credit by visiting the [Transfer to Degree Guarantee site](#) and selecting your program (Step 1) and the school district you attended (Step 2).

Name of Institution: _____

College Department/Office: _____

Address: _____

Name of Institution: _____

College Department/Office: _____

Address: _____

Student Signature: _____ **Date:** _____

PART II: To be completed by a teacher/official from the career-technical education institution.

CTAN	CTAN Name	Credit hours (semester)	Course Completed (Term/Year)	Initial here to indicate that the student has met all requirements to access post-secondary credit*
CTAUT005	Introduction to Automotive Service and Repair	2		
CTAUT006	Introduction to Medium and Heavy Transportation Equipment Technology	2		
CTEMS001	Emergency Medical Responder	2		
CTEMS002	Emergency Medical Technician	7		
CTEMS003	Advanced Emergency Medical Technician	8		
CTEMS004	Paramedic	30		
CTVFF001	Volunteer Fire Fighter	1		
CTFF002	Fire Fighter I	7		
CTFF003	Fire Fighter II	11		
CTCF001	Sanitation and Safety	2		
CTIT017	Cisco I: CCNA7 – Introduction to Networks	3-4		
CTIT018	Cisco II: CCNA7 – Switching, Routing, and Wireless Essentials (SRWE)	3-4		
CTIT019	Cisco III: CCNA7 – Enterprise Networking, Security, and Automation (ENSA)	3-4		
CTLPRN001	Practical Nursing	10		
CTS001	10 Hour Safety	1		

*The student must successfully complete the course and complete any credentialing requirements outlined on the CTAG document. Students must access the credit within three years of graduation. A list of requirements for credit can be found at:

https://www.ohiohighered.org/sites/default/files/uploads/transfer/CT2/2020_Feb%2010_CTAG%20Guidance%20Document.pdf

CTAG/CTAN approval may be verified by visiting the [Course Reporting System](#).

Part III: To be completed by an administrator/director from the CTE institution.

Name of institution: _____

Address: _____

Name of (CT)² Contact Person: _____

Title of (CT)² Contact Person: _____

Phone: _____

Email: _____

Signature of (CT)² Contact Person: _____

Date: _____



Contact Information

If problems arise during the process, contact the appropriate institution representative:

- [Higher Education Institution](#)
- [Career-Technical Education Institution](#)

Questions about CTAG requirements may be directed to Ohio Articulation and Transfer Network staff at:

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