

Miami Valley Tech Prep Consortium Partner High School and Career Centers

DIRECTIONS FOR COMPLETING THE CTAG APPLICATION

In order to process CT2 credit the application must have:

1. A **Career-Technical Credit Transfer (CT)² Verification of Course/Program Completion Form** filled out and stamped with official seal from the high school or career center.
2. Verification that the student has completed the assessment, credential or portfolio with a passing score. The verification could include a copy of the credentials or licenses that show that the CTAG competencies have been completed satisfactorily. For example, a copy of the NATEF End of Program Assessment showing passage in the respective technology, or Passage of OCTA End of Program Assessment, IC³ Certificate, or ICDL Certificate, OSHA card, etc. You can find a list of required documentation on page 6 of the Verification Form.
3. All documents should be sent to the address below.
4. Part I of the CTAG Verification Form can be filled out by the student. Please do not allow the student to fill out the remainder of the form and **DO NOT** make a copy of the form for the student's use.
5. Part II and III are filled out by the high school/career center and must have an official stamp or seal. This verifies the students successful completing of the program. If you want more information on how to fill out the form please visit <https://ohiohighered.org/transfer/ct2/basicinfo>. If you are unsure that the program at your school has been approved for CTAG credit you can look up the program/school in the **Career Technical Assurance Guide Program/Course Reporting System** at <https://reports-cems.transfercredit.ohio.gov/ap/9?34553447940065::NO:9::>
6. Please send all CTAG verification forms for the MVTPC Partners to Jess Moore in the Tech Prep office at Sinclair Community College.

Mailing Address:

Jess Moore
Miami Valley Tech Prep Consortium, Building 6 Room 131
444 West Third St.
Dayton, Ohio 45402

The CTAG verification form is designed to:

1. Supplement the students official high school transcript,
2. Record specific information that is missing from the normal high school transcript,
3. Verify the high school students successful completion of the Career Tech course or program, and
4. Verify that the high school has been approved under the CT2 process.