

CTAG Retrieval Process Database

| College/University | Contact (person or office) for retrieving CTAG's Name | Email | Phone | Where should a student start at your college to retrieve and provide permission to post CTAG credit: | When should a student start this process: |
|------------------------------------|---|--|---------------------------------|---|--|
| Belmont College | Tech Prep | kgood@belmontcollege.edu | 740-699-3945 | Permission form automatically sent to all CTAG eligible students via home mailing address. | Student should grant permission by returning signed form, immediately upon receiving. |
| Bowling Green State University | Transfer Evaluation Services | transfer@bgsu.edu | 419-372-7959 | Email automatically sent to all CTAG eligible students via their BGSU email in July and September. | Student should grant permission immediately upon receiving email. |
| Central Ohio Technical College | Student Records Office | cotcrecords@mail.cotc.edu | 740-364-9594 | A student can contact the records office to fill out the form to request retrieval and posting of Career Technical Credit. | Upon admission |
| Central State University | Program Chairs | | | Registrar's office working on new system with new software implementation. | Admission process |
| Cincinnati State | Program Chairs | | | Registrar office currently; working on a new system to make system more apparent. | Upon admission |
| Clark State College | Amy Sues | suesa@clarkstate.edu | 937-328-3867 | Currently students work with an academic advisor to request CTAG credit. Behind the scenes, the IR and Records offices are matching up CTAV reports to student application/admissions. | A student can begin this process when they have been admitted to Clark State. |
| Cleveland State University | Enrollment Services Processing Center (ESPC) Jeff Croghan Calli Mango | j.croghan@csuohio.edu c.carothers@csuohio.edu | | Permission is requested by email directly to students. We reach out to any admitted student that we can obtain results for via CTAV. | CTAG credits can be posted to a student record any time after admission. |
| Columbus State Community College | Sherry Minton or Office of the Registrar | sminton@csc.edu or ccpregistrar@csc.edu | 614-287-5485 or 614-287-5353 | A Career-Technical Credit Evaluation Request form is sent, via email, to those students that we have an SSID for and can find in the CTAV system. All other students are instructed to complete the online form for possible credit evaluation. https://www.csc.edu/services/student-forms/Career_Technical_Credit_Evaluation_Request.pdf . Beginning May 2021, any student that applies to the institution will be asked to grant permission for CSCC to search for their CTAG credit. | Process will soon be automatic with application to the college and within 3 years following high school graduation. Currently, students can request the credit evaluation once they are active in our system and have graduated from high school. |
| Cuyahoga Community College | Christine Casarez | christine.casarez@tri-c.edu | 216-987-3630 | Tri-C currently reaches out to students to inform them that they have a CTAG Award and asks for their confirmation to award the credit | Currently our Counseling Faculty |
| Edison State Community College | Registrar's Office | registrar@edisonohio.edu | 937-778-7850 | Student should work with their pathway advisor and complete the CTAG approval form. | Student can begin this process when they meet with their pathway advisor to register for classes. |
| Hocking College | Tech Prep | cassadyc@hocking.edu | 740-753-7018 | CTAG Credit Report Permission Form sent to all CTAG eligible students via all email addresses on file. | Students should start this process once granted admission to the college. |
| Kent State University | Tech Prep | jroyer5@kent.edu | 330-672-5863 | Permission form automatically sent to all CTAG eligible students via their personal email | Students should grant permission immediately upon receiving email. |
| Lakeland Community College | Muriel Robinson | mrobinson60@lakelandcc.edu | 440-525-7336 | A student will work with Counseling to request CTAG credit be evaluated and posted. We are working on a process to contact students that are eligible and send them to Counseling to be evaluated for their CTAV credit. | A student can begin this process when they have been admitted to Lakeland and are attending a New Student Orientation. We are in the process of using the CTAG data of new students to advise them of their possible credit. |
| Lorain County Community College | Registrar/Transfer Office | nburkhol@loraincc.edu | 440-366-7611 or 440-366-4074 | Current working to streamline/clarify CTAV processing | Upon admission, but within 3 years of high school graduation. |
| Marion Technical College | Tony Box | BoxT@mtc.edu | 740-386-4109 | A student will work with an admissions counselor or academic advisor to request CTAG credit be evaluated and posted | A student can begin this process when they first meet with an admissions counselor or academic advisor. |
| Miami University | Beth Bowden | bowdenba@miamioh.edu | 513-529-8718 | Email is sent to university email account to all CTAG eligible students as identified through CTAV process. | Students should reply to email to grant permission to post CTAG credit. |
| North Central State College | Student Records Office | mmonnes@ncstatecollege.edu | 419-755-4824 or 419-755-4857 | As of 04/2021, students are asked permission to grant credit through the application process. | Upon application and graduation from high school. |
| Northwest State Community College | Connie Klingshirn | cklingshirn@northweststate.edu | 419-267-1329 | Currently working on process and will be creating webpage with form that student would complete. | Upon admission |
| Ohio State University | Transfer Credit Center - Sarah Muller | esue-transfercreditcenter@osu.edu | 614-514-5887 | Eligible students with CTAG credit will be notified via their Ohio State email address and asked to complete the "opt in" form to receive the credit. | Students should grant permission upon receiving the email indicating they are eligible to receive credit. |
| Ohio University | Undergraduate Admissions | hollidaj@ohio.edu | 740-593-4100 | Student should complete online form to provide permission to retrieve and post credit: https://www.ohio.edu/admissions/transfer-credits/career-technical-credit | After admission has been granted, but within 3 years of high school graduation. |
| Owens Community College | Jill Gentry | jill_gentry@owens.edu | 567-661-7381 | To request credit, a student must submit an official final high school transcript to the Records Office. The student's Career Center must submit the CTAG form to the Records Office. | Upon admission |
| Rhodes State College | Registrar/Transfer Office | johnson.c@rhodesstate.edu | 419-995-8304 | Currently, the College is working through the new process. The current process (process will change effective May 2021) has student contact the Office of Student Advising to request evaluation of potential credit. Effective May 2021, the College will contact students by their Rhodes State email or by USPS mail asking for authorization to post credit. | Upon admission as a degree seeking student. |
| Rio Grande | Olivia Bevan, Registrar | obevan@rio.edu | 740-254-7370 | Student should contact the registrar to have CTAG credit evaluated. | Upon admission |
| Shawnee State University | Tami Sheets | tsheets@shawnee.edu | 740-351-3611 | A student can contact Tami Sheets in the Registrar office to have their CTAG credits posted. | Upon admission |
| Sinclair Community College | Sinclair Tech Prep | techprep@sinclair.edu | 937-512-5146 | A student looking to have their CTAG credit posted to their Sinclair transcript should fill out this online form to provide permission to retrieve and post the CTAG credit: https://www.mvtechprep.org/resources/career-technical-assurance-guide-ctag/ctag-retrieval-form/ | A student can complete this form while a Senior in high school or at any point within 3 years after high school graduation. |
| Stark State College | Shelly McCombs | smccombs@starkstate.edu | 330-494-6170 | Email/letter automatically sent to all CTAG eligible students in July and September. | Student should grant permission immediately upon receiving email. |
| Terra State Community College | Records Office | recordsdept@terra.edu | 419-559-2405 | Student eligibility and credit awarding process detailed at http://terra.edu/community/high_school_students_parents/career_tech_adult_education/career_tech_adult_ed_requirements_forms.php | Students can request credit evaluation following HS graduation and application to TSCC. Utilizing the HEI DTAV retrieval process, the process is automated for any student who meets minimum requirements and does not initiate the process. |
| University of Akron | Kelly Herold | kherold@uakron.edu | 330-972-8832 | Permission form automatically sent to all CTAG eligible students via their UA email | Students should grant permission immediately upon receiving email. |
| University of Cincinnati | Credit Evaluation | credeval@uc.edu | N/A | Credit Evaluation office within College Credit Services. Our CTAG process is posted on our website here: https://www.uc.edu/aas/creditevaluation/credittypes.html the form to request the credit is here: https://www.uc.edu/aas/creditevaluation/ctrequestform.html | Upon admission to the University |
| University of Toledo | Registrar/Transfer | transfer@utoledo.edu | 419-530-4844 | Student can begin at the Registrar's Office or their academic advisor. We send an email to all CTAG eligible students via their UToledo email requesting permission. | Student grants permission upon receiving email. They can also reach out to their academic advisor or to the Registrar's Office upon admission. |
| Washington State Community College | Tech Prep | mcovert@wscc.edu | 740-374-8716 | Currently working on CTAV process | Upon admission |
| Wright State University | Lora Dues | lora.dues@wright.edu | 937-775-5711 | A student will work with academic advisor to request CTAG credit be evaluated and posted | A student can begin this process when they have been admitted to WSU. |
| Youngstown State University | Sharon J. Schroeder | sjschroeder@ysu.edu | 330-941-2445 | For students admitted SUMMER term, email Sharon from their YSU account to start the process. For students admitted FALL term, an email is sent to their YSU email account in July, August, or September, depending on when the information is available in the CTAV system. | Student should grant permission upon receiving email. If a student has not received an email to his/her YSU email account by the time school starts in August, he/she should contact Sharon. If a student opts not to have credit posted when notified, he/she can do so later, as long as it is within 3 years of high school graduation. |
| Zane State College | Tara Adornetto/Tech prep | tadornetto@zanesstate.edu | 740-588-1217 | A student can either contact the Tech Prep Office, Registrar's Office, or speak to an academic advisor. | We are having these conversations during the admission process. |