

# CTAG Retrieval Process

If a student has completed their Sinclair Tech Prep application (or CCP application and the Tech Prep office has been notified to add them as a Tech Prep student)

**AND**

The student has passed the WebXam for a CTAG/CTAN where there is direct alignment to a Sinclair course. The CTAG/CTAN must also align to an ODE course and is represented in Section I in the CTAG Guidance document.

**THEN**

**YES**

Did the student answer "yes" to posting credit on their college transcript while taking their WebXam?

**NO**

Did the student register for Sinclair Summer or Fall classes after high school graduation?

Did the student complete the online CTAG retrieval form?

**YES**

The credit will be transcribed on a Sinclair transcript by the end of Fall semester following high school graduation.

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**NO**

Did the student complete the online CTAG retrieval form?

**YES**

The credit will be transcribed on a Sinclair transcript by the end of Fall semester following high school graduation.

**NO**

The credit will not be posted to a transcript until the student contacts the Tech Prep office at [techprep@sinclair.edu](mailto:techprep@sinclair.edu)

**NO**

