



Central Ohio Technical College

The Gateway – Student Records

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CTAG/CTAV Credit Request Form

This form is used to request the retrieval and posting of Career Technical credit (CT2/CTAG) earned in Ohio on the student's academic record at COTC. This pertains to credits earned through your high school after successful completion of coursework and assessments. Credit is only awarded to individuals who have submitted their application for admission. COTC requires the State of Ohio Student Identifier Number (SSID) to retrieve credit from the ODE CTAV portal. Your SSID can be retrieved from your high school transcript or counselor.

Last Name First Name Middle Name COTC ID or DOB

Ohio SSID: _____ (required - can be obtained from your high school transcript or counselor)

Personal Email Address: _____ COTC Email Address: _____

Phone Number: _____ Mobile Landline

Where you earned CTAG credit (Career Center/High School Name): _____

Career Tech Program: _____ Career Tech Instructor Name: _____

Earned CTAG Credit (Enter name/s of CTAG credit you have earned, including CTAN if known):

By signing this request form, I am authorizing COTC to retrieve my CTAG credit through the ODHE CTAV Portal and post the credit to my COTC academic record. I understand that this credit will appear on my COTC transcript and cannot be removed once awarded.

Student Signature

Date

Gateway Use Only:

CRI Code RGCCTAG added with status of "Not Reviewed"

Application Status: Applied Not Applied

Records: Date Credit Awarded: _____ Awarded by: _____