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**Ohio Articulation Number (OAN)
Course Submission Form
2005-2006**



College/University Owens Community College

Course(s) Submitted(Title & Course #) Dietetic Clinical Laboratory IV – DTT 289 for

Ohio Articulation Number OHL 018

Date 11/15/2006 Course Three of a Three Course OAN mapping.

Name and title of individual submitting on behalf of the college/university

Name Bruce Busby Title Vice President, Academic Services

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Toledo, OH 43699-1947

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Credit Hours 3 qtr _____ sem x

Lecture Hours _____

Laboratory Hours 15 (if applicable)

Pre-Requisites(s) Course work (if applicable)

Placement Score (if applicable)

(Name of test) _____

(Domain) _____ (Score) _____

Catalog/Course Description (Includes Course Title and Course #)

Dietetic Clinical Laboratory IV DTT 289
Provides opportunity to reach entry-level position competence in food system management by practicing skills under the supervision of a Registered Dietitian instructor. Skills are documented in the COMACS. Rotates to

healthcare facilities, community-based agencies and schools to develop skills related to: menu planning; food purchasing/cost control; operating and maintaining food service equipment; assisting in food production and service; maintaining standards of sanitation and safety; management of personnel; and improvement of services through total quality management.

Practical application of information presented in DTT 202 and DTT 232.

Texts/Outside Readings/Ancillary Materials

Beck, Mary; Madaras, Tekla; and Gilroy, Marilyn. Competency Manual of Clinical Skills for Dietetic Technicians. (COMACS-DT), 2005.

Course Objectives and/or Plan of Work

Upon learning, the student is able to:

1. *Demonstrate the ability to communicate effectively as a dietetics professional*

DT6. Use current technologies for information and communication activities (perform)

DT7. Document nutrition screenings, assessments, and interventions (perform)

DT8. Provide dietetics education in supervised practice settings (perform)

DT9. Educate patients/clients in disease prevention and health promotion and medical nutrition therapy for uncomplicated instances of common conditions, e.g., hypertension, obesity, diabetes, and diverticular disease (perform)

DT11. Assist with development and review of educational materials for target populations

DT36. Participate in interdisciplinary team conferences to discuss patient/client treatment and discharge planning

2. *Demonstrate the ability to apply the knowledge of physical and biological sciences to specific application in the field of dietetics.*

DT23. Develop and/or modify recipes/formulas (perform)

DT30. Assess nutritional status of individual patients/clients with health conditions addressed by health promotion/disease prevention activities or uncomplicated instances of chronic diseases of the general populations, e.g., hypertension, obesity, diabetes, and diverticular disease

3. *Possess basic knowledge of the social sciences in relationship to the field of dietetics.*

DT3. Participate in professional activities

DT4. Perform self-assessment, prepare a portfolio for professional development, and participate in lifelong learning activities

DT5. Participate in legislative and public policy processes as they affect food, food security; nutrition, and health care

4. *Possess basic knowledge of research in relationship to the field of dietetics.*

DT12. Apply new knowledge or skills to practice (perform)

DT13. Participate in quality improvement, including systems and customer satisfaction, for dietetics service and/or practice

5. *Demonstrate the ability to promote consumption of foods that meet the nutritional needs of individuals and groups.*

DT20. Participate in facility management, including equipment selection and design/redesign of work units

DT22. Supervise production of food that meets nutrition guidelines, cost parameters, and consumer acceptance

DT23. Develop and/or modify recipes/formulas (perform)

DT24. Supervise translation of nutrition into foods/menus for target populations

DT25. Design menus as indicated by the patient's/client's health status

DT26. Participate in applied sensory evaluation of food and nutrition products

DT28. Supervise safety and sanitation issues

DT37. Refer patients/clients to appropriate community services for general health and nutrition needs and to other primary care providers as appropriate (perform)

6. *Demonstrate the ability to apply the principles and theory of dietetics to provide nutrition care for individuals and groups of all ages.*

DT29. Perform nutrition screening of individual patients/clients

DT30. Assess nutritional status of individual patients/clients with health conditions addressed by health promotion/disease prevention activities or uncomplicated instances of chronic diseases of the general population, e.g., hypertension, obesity, diabetes, and diverticular disease (perform)

DT31. Assist with nutrition assessment of individual patients/clients with complex medical conditions, e.g., renal disease, organ failure and trauma

DT33. Monitor patients'/clients' food and/or nutrient intake

DT34. Participate in the selection, monitoring, and evaluation of standard enteral nutrition regimens, i.e., in a medically stable patient to meet nutritional requirements where recommendations/adjustments involve primarily macronutrients

DT35. Implement transition feeding plans (perform)

DT38. Conduct screening of the nutritional status of the population and/or community groups

DT39. Assist with assessment of the nutritional status of the population and/or community groups

DT40. Participate in nutrition care for people of diverse cultures across the life-span from infancy through geriatrics

7. *Demonstrate the understanding of various management concepts and functions in the field of dietetics.*

DT14. Participate in development and measurement of outcomes for food and nutrition services and practice

DT15. Participate in organizational change and planning and goal setting processes

DT16. Participate in development of departmental budget/operating plan

DT17. Collect and process financial data (perform)

DT18. Assist with marketing functions

DT19. Participate in human resources functions

DT20. Participate in facility management, including equipment selection and design/redesign of work units

DT21. Supervise organizational unit, including financial, human, physical, and material resources and services

DT27. Supervise procurement, distribution, and service within delivery system.

8. *Possess the working knowledge of health care systems.*
- DT1. Perform in accordance with the Code of Ethics for the Profession of Dietetics
 - DT2. Refer clients/patients to other dietetics professionals or disciplines when a situation is beyond one's level of competence (perform)
 - DT5. Participate in legislative and public policy processes as they affect food, food security, nutrition, and health care
 - DT44. Participate in coding and billing of dietetics/nutrition services to submit for reimbursement from public or private insurers

Description of Assessment and/or Evaluation of Student Learning

<u>GRADING SYSTEM:</u>	<u>FINAL COURSE GRADE:</u>
P/NP Passing Grade (no effect on cumulative grade point avg) Skills and experiences will be documented in your COMACS. Failure to complete documentation will result in an Incomplete Grade, whereby a grade change will be issued upon completion of documentation.	Students must demonstrate completion of 74% of skills addressed in related COMACS (see core competencies above) <u>and</u> successfully complete the attendance Requirement as stated in the Student Handbook to receive a "passing" grade.

Master Syllabi and Working Syllabi (if both are used)

SYLLABUS FOR SPRING SEMESTER 2006

COURSE TITLE: Dietetic Clinical Laboratory IV
COURSE NUMBER: DTT 289
CREDIT HOURS: 3
CLOCK HOURS: 15 Hours Supervised Practice/Week
PREREQUISITE: DTT 288
COREQUISITE: DTT 202, DTT 232, DTT 295

Section 002 Facility St. Luke's Hospital Instructor Carol Schwisow, RD, LD
 Phone _____

Section 004 Facility The Toledo Hospital Instructor Dawn Muns, RD, LD
 Phone _____

Section 006 Facility Blanchard Valley Instructor Sally Elsea, RD, LD Phone _____
Regional Health Center

Management Rotation Facility Otterbein Portage Valley Instructor Marilyn Gilroy RD, LD
 Phone _____

REQUIRED REFERENCES:

Beck, Mary; Madaras, Tekla; and Gilroy, Marilyn. Competency Manual of Clinical Skills for Dietetic Technicians. (COMACS-DT), 2005.

Pronsky. Food Medication Interactions.

Venes, Donald, ed. Taber's Cyclopedic Medical Dictionary: 19th Edition.

REFERENCE MATERIAL:

The American Dietetic Association, Manual of Clinical Dietetics. 6th Edition, 2000.

Shield, J. and Mullen. M. Patient Education Materials and Instructor's Guide: A Supplement to the Manual of Clinical Dietetics. 3rd Edition, 2001.

REQUIRED UNIFORM:

White labcoat/hunter green scrubs. See attached Professional Appearance Guidelines.

OVERVIEW OF COURSE:

Provides opportunity to reach entry-level position competence in food system management by practicing skills under the supervision of a Registered Dietitian instructor. Skills are documented in the COMACS. Rotates to healthcare facilities, community-based agencies and schools to develop skills related to: menu planning; food purchasing/cost control; operating and maintaining food service equipment; assisting in food production and service; maintaining standards of sanitation and safety; management of personnel; and improvement of services through total quality management.

Practical application of information presented in DTT 202 and DTT 232.

FOUNDATION KNOWLEDGE AND SKILLS:

Communications:

- √ Counseling theory and methods
- √ Methods of teaching
- √ Interpersonal communications skills
- √ Educational materials development
- √ Interpersonal communication skills
- √ Interviewing techniques
- √ Basic mathematics
- √ Written communication
- √ Use oral and written communications in presenting an educational session for target groups
- √ Document appropriately a variety of activities

Physical & Biological Sciences:

- √ Applied concepts of chemistry
- √ Applied concepts of physiology
- √ Applied concepts of microbiology
- √ Nutrient-nutrient and drug-nutrient interactions
- √ General health assessment, e.g., blood pressure and vital signs
- √ Interpret medical terminology
- √ Interpret lab parameters relating to nutrition

Social Sciences:

- √ Psychology/sociology
- √ Health behaviors and educational needs of diverse populations
- √ Economics and nutrition
- √ Public policy issues

Research:

- √ Interpretation of current research
- √ Quality improvement

Food:

- √ Sociocultural and ethnic food consumption issues and trends
- √ Availability of food and nutrition programs in the community
- √ Environmental issues related to food
- √ Promotion of pleasurable eating
- √ Role of food in promotion of a healthy lifestyle
- √ Applied sensory evaluation of food
- √ Food production systems
- √ Food delivery systems
- √ Calculate and analyze nutrient composition of food

Nutrition:

- √ Fundamentals of nutrition and metabolism
- √ Assessment of nutritional health risks
- √ Influence of socioeconomic, cultural, and psychological factors on food and nutritional behavior
- √ Health promotion and disease prevention theories
- √ Strategies to access need for adaptive feeding
- √ Complementary and alternative nutrition and herbal therapies
- √ Dietary supplements
- √ Influence of age, growth, and normal development on nutrition requirements
- √ Applied clinical nutrition

- √ Calculate diets for health conditions addressed by health promotion/disease prevention activities or uncomplicated instances of chronic diseases of the general population, e.g., hypertension, obesity, diabetes, and diverticular disease
- √ Screen individuals for nutritional risk
- √ Determine nutrient requirements across the lifespan
- √ Translate nutrition needs into food choices and menus for people of diverse cultures and religions
- √ Measure and calculate body composition
- √ Calculate basic enteral and parenteral nutrition formulas

Management:

- √ Materials management
- √ Financial management
- √ Quality improvement
- √ Risk management
- √ Applied management theories
- √ Human resources management, including labor relations
- √ Develop a personal portfolio

Health Care Systems:

- √ Current reimbursement issues
- √ Health care policy

COURSE OBJECTIVES AND CORE COMPETENCIES:

Upon learning, the student is able to:

3. *Demonstrate the ability to communicate effectively as a dietetics professional*

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DT38. Conduct screening of the nutritional status of the population and/or community groups
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9. *Demonstrate the understanding of various management concepts and functions in the field of dietetics.*

DT14. Participate in development and measurement of outcomes for food and nutrition services and practice
DT15. Participate in organizational change and planning and goal setting processes
DT16. Participate in development of departmental budget/operating plan
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DT1. Perform in accordance with the Code of Ethics for the Profession of Dietetics
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DT44. Participate in coding and billing of dietetics/nutrition services to submit for reimbursement from public or private insurers

GRADING SYSTEM:

P/NP Passing Grade
(no effect on cumulative grade point avg)

Skills and experiences will be documented in your COMACS.
Failure to complete documentation will result in an Incomplete Grade, whereby a grade change will be issued upon completion of documentation.

INSTRUCTIONAL METHODS:

Observation
Discussion
Role-play
Self-directed study
Case Study

Supervised practice and evaluation

FINAL COURSE GRADE:

Students must demonstrate completion of 74% of skills addressed in related COMACS (see core competencies above) and successfully complete the attendance Requirement as stated in the Student Handbook to receive a “passing” grade.

CHEATING AND PLAGIARISM:

Dishonest scholarly practices include, but are not limited to taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing these ideas as one's own. A judgment regarding the dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criterion that will be used to judge the dishonest scholarly practice is the intention of the student to enhance his/her own position within the class by employing a dishonest or unacceptable scholarly practice. A few examples include, but are not limited to:

1. Work copied verbatim from an original author without proper credit;
2. Work copied with only a few words altered from the original without proper credit being given;
3. Answers copied from another's test paper;
4. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice, such as gaining access to examinations prior to the exam time or the extraction of information regarding an examination from other students;
5. Falsification of clinical records.

Consequences for proven cases of dishonest scholarly practices are as follows:

1. The first offense will result in an equivalent grade of "F" being given for the particular test, project or paper on which the cheating has occurred. The instructor may require the student to demonstrate mastery of the objectives for the particular test, project, paper, and the grade will remain an "F".
2. The second offense (two total offenses, not necessarily in one course) will result in the student being assigned a failing grade for the course in which the second offense occurred.
3. Any student involved in three total offenses (not necessarily in one course) will immediately be dismissed from the College for one full academic semester. Upon readmission, a student who has been dismissed from the College for dishonest practices will be immediately dismissed upon any subsequent single offense involving a dishonest academic practice.

It is recognized by the College that the prime responsibility for academic honesty is the individual student. However, the instructor will endeavor to create a learning environment that discourages cheating and encourages honest scholarship.

If a student feels that he/she has been wrongly accused, appeal procedures exist. The penalty for a proven case of dishonest scholarly practice will stand through appeal. If the appeal ruling is in favor of the student, the following will apply:

1. For the first offense, the test, project or paper will be graded on the criteria for the assignment.
2. For the second offense, the student's grade will be evaluated based on the criteria for the course.
3. For the third offense, the student will be reinstated to the College without penalty.

The instructor shall report all incidents of dishonest academic practice to the appropriate Dean and Department Chair. All reports of incidents of dishonest and academic practice shall be maintained in the student's permanent file in the Office of the Registrar until the student graduates. The student will be notified in writing by the Dean of the

consequences and has the right to appeal. The Dean shall see that appropriate action is taken and notify the instructor and Chair of the action taken.

GENERAL RULES:

1. ATTENDANCE: You are required to attend and be punctual for all scheduled supervised practices at the designated clinical/community facilities.

The instructor will maintain an attendance record.

Failure to be ready for a site assignment at the starting time and/or failure to follow correct procedures for absence or tardiness will result in the completion of a Corrective Action Form for the first offense.

A second offense of the above will result in the completion of a Disciplinary Action Report for a Group II offense.

If you are unable to attend or will be late for supervised practice, notification **MUST** be made to your instructor at least one half hour **prior** to the scheduled time. **No call/no show to a scheduled supervised practice will result in the completion of a Disciplinary Action Report for a Group II offense.**

Clinical lab absence time (up to 5 hours) must be made up. Missed supervised practice will be made up as scheduled by your instructor, using the Clinical Make-up Day Report Form. All make-up times and dates must be cleared through the Chair.

2. POLICY ON ASSIGNMENTS:

All assigned written work must be turned in prior to the final course grade being given.

NOTE: Failure to receive a passing or letter grade of "C" or higher in any technical course (DTT) either didactic or clinical will cause the student to be removed from the program.

COURSE GUIDELINES:

You will follow the supervised practice policies of the Dietetic Technician Program as found in the Student Handbook

You will follow the policies of the supervised practice site to which you are assigned.

You may attend supervised practice only after a completed physical examination form is on file in the Chair's Office.

You must schedule and attend a minimum of two (2) progress review sessions with your instructor.

You are responsible for your own safety when traveling to or from the assigned areas in your own vehicle. It is highly recommended that you have both medical and automobile insurance coverage. You are covered by the College when traveling in a College vehicle.

In the event of inclement weather, listen to the radio or television for Owens Community College closings. The radio/TV stations are listed in your College Catalog, page 67.

Your instructor has a copy of your Emergency Information. Contact the Program Chair when any of the information changes.

Electronic communication devices are not to be turned on during your supervised practice experience.

In case of illness or injury while at your clinical site, you are responsible for seeking medical care either at the site or outside emergency service. Payment for these services are your responsibility, not the college nor the facility.

PROFESSIONAL APPEARANCE GUIDELINES:
(DTT 288 - 289 faculty enforced):

Clinical Hospital/Community Setting:

1. Lab Coat: A white lab coat will be worn over street clothes when in a clinical setting. This is available for purchase in the College Bookstore.
2. Street Clothes: This may be a dress, blouse/skirt, or shirt/slacks with undergarments. Sweatshirts, "T" shirts, tank tops, sequined tops, shorts, denim jeans, and spandex slacks are not considered proper street clothes. The cut of the shirt must not be so low as to distract others or call attention to the student wearing the shirt. All street clothes are required to be in good taste.
3. Socks: Leg covering must always be worn. Hose are to be worn with a dress or skirt; socks to mid-calf height are to be worn with slacks.
4. Shoes: Shoes can be sturdy, loafer or tie style. Shoes must be closed toe. No sandals, athletic shoes with logos, boots, high heels or "clunky" platform heels should be worn.
5. Jewelry: Keep visible jewelry to a minimum. Your Owens name badge, a fine chain necklace, a wedding ring, wristwatch, and small earrings (not larger than the size of a nickel and not dangling) are appropriate.
6. Hair: Hair must be clean, worn simply.

7. Facial Hair: Beards and mustaches must be kept neatly groomed. Men with no beard must be clean-shaven each day with no stubble.
8. Fingernails: Nails must be clean and well trimmed. Artificial nails, nail polish and nail hardener are not permitted. Gloves will be worn according to code.
9. Body Piercing: No more than two small earrings are to be worn in each ear. No visible “rings or studs” are to be worn on any other part of the body (e.g., nose, eyebrow, tongue, etc.).
10. Personal Hygiene: Good personal hygiene is a must. Wear make-up in moderation. No strong scented perfume or hand lotions. No gum chewing, smoking, or eating in the patient care areas.
11. Name Badge: Your OCC name badge must be worn during every Clinical Lab.

NOTE: When assigned to work in a food production area in DTT 288 or 289, the dress code will revert back to that worn in DTT 190.

ENFORCEMENT OF POLICY:

Students not properly attired will not be permitted to participate in the clinical laboratory, thereby forfeiting hours for that day.

DISABILITY SERVICES:

Alumni Hall (567) 661-7007

Disability Services provides support services, information and guidance to students with disabilities who are attending or plan to attend Owens Community College. Services are coordinated for individuals with various disabilities.

It is recommended that each student identify any needs at least three weeks prior to anticipated enrollment. To determine if students are eligible for services, appropriate documentation must be provided. Documentation must be completed by a qualified individual and provide current levels of functioning.

Disability Services offers a variety of accommodations, including alternative test modifications, textbooks in alternative format, adaptive equipment and software. Other accommodations may be implemented after consultation with staff.

In addition, Disability Services can assist students in identifying and making contacts with appropriate community agencies.

Students at both campuses should:

- Schedule an intake appointment with Disability Services staff
- Provide current test records, and/or medical records verifying disability at the time of the appointment to determine eligibility.

ASSESSMENT OF STUDENT LEARNING:

Please refer to page 13 of the 2005-2006 College Catalog for the College's Statement on the Assessment of Student Learning.

COLLEGE ACADEMIC CALENDAR

2006

January 9	First Day of Classes
January 16	Holiday – No Classes
March 6-12	Spring Break
April 14-16	Holiday – No Classes
May 4-10	Final Exam Week
May 11	Commencement

OBR Use	Action
Approved	
Additional Information Requested	
Rejected	
Date	

Ohio Articulation Number Form Directions

This form is used to submit your course information to the Ohio Board of Regents, for all courses that make up OAN requirements. This document is a form, so the only fields that need to be filled in can be. When you open this, make sure the top of the screen, where the name of the document is displayed, says "Document1" or something similar to that. When you open this form from a location other than inside of word, it creates a blank template to fill in. Please fill it in with the appropriate course information from your institution. All of the fields in this document are expandable, and will grow to fit as much data in them as you need. Note that these fields are implemented as MS Word tables. Keep that in mind as you are copying and pasting between your syllabi and this form.

Once you are done entering your course information, you need to save this file. Since Word opened a blank version of this file, you will need to rename it to save it. Under file, choose "Save as" and then enter the name of the file. The naming scheme for this form is Institution-Year-OAN number-Course Title.

Example, if you were ABC Community College, and you were submitting your Calculus110 course, the name of the file would be ABC-2005/06-OMT005-Calculus110. If two (or more) courses are required to fulfill that same OAN, you would submit ABC-2005/06-OMT005-Calculus110Calculus111.

When you are done with your submissions, please send them electronically to the Ohio Board of Regents at atpanels@regents.state.oh.us so we can keep your information on file.

If you encounter any problems or have any questions, please contact any of the individuals listed bellow:

Jim Ginzer (614) 752-9486 jginzer@regents.state.oh.us

Sam Stoddard (614) 752-9532 sstoddard@regents.state.oh.us

Nick Wilson (614) 466-4158 nwilson@regents.state.oh.us