

HVAC/R

Career-Technical Credit Transfer (CT²)

Course Equivalency Management System Decision Tree

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This is a tool to help you prepare to submit

STOP: DO YOU KNOW THE NAME OF YOUR CTAG COORDINATOR OR CT² CONTACT? FIND OUT AT <http://regents.ohio.gov/careertechtransfer/resources.html>. Look under CT² Coordinators/Contacts

In order for completers (your students) to receive credit under Career Technical Credit Transfer (CT²), institutions must document that their course/program content matches the learning outcomes in the Career-Technical Assurance Guides (CTAGs). The statewide credit guarantee offered by CT² is available to students from public institutions of education.

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There are two parts to the submission process: (1) creating the course or program inventory and (2) matching instructional content to each learning outcome in the CTAG.

The process is very simple for programs that are Accredited Training Sponsors via the National Center for Construction Education and Research (NCCER), accredited via HVAC Excellence, or are Accredited via the Partnership for Air Conditioning, Heating and Refrigeration (PAHRA) whether the program is at a career-technical institution or at a college or university. Such programs only have to create their course or program inventories and upload a copy of the **Accreditation Letter (current and valid). It's that simple. This streamlines the process.**

saves time, and makes submitting your program under CT² much easier. Learn how this is done by answering the following questions.

If you are a career-technical institution, public college or university, but do not hold Accreditation via either third party (NCCER, HVAC Excellence, or PAHRA) your institution may submit under CT²; however, the process will be more complicated. In such cases, content from syllabi must be copied and pasted into the windows corresponding to each learning outcome on the match screen for each CTAG.

The following represents a series of questions or steps that should be navigated by faculty members/teachers and/or CTAG coordinators prior to using the Ohio Board of Regents' Course Equivalency Management System (CEMS) submission tool.

- I. Have you examined the Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) Assurance Guide? The document is critical in helping you determine what program content must be covered in order to receive credit under CT². The document can be reviewed at either of the following URL's. Note: your level of accreditation likely determines what you offer.

http://regents.ohio.gov/careertechtransfer/learning_outcomes.html

<http://ct2.securespsite.com/CEMS%20Help%20System/CT2%20Program%20Overview%20Information.aspx>

- a. If yes, PROCEED. If no, STOP and proceed no further until familiar with the learning outcomes in the CTAGs.
- II. Have you reviewed your curriculum to determine what courses may satisfy the learning outcomes for the HVAC/R CTAG to which you will be submitting?
 - a. If yes, PROCEED. If no, STOP!
- III. **[Colleges and universities only]** Have you compared the credit hours of your chosen courses to determine how closely they match hours assigned to the HVAC/R CTAG?
 - a. If yes, PROCEED. If no, STOP!

Note: It is important to select courses from your curriculum that closely match the assigned credits of each CTAG. The sum total of credit hours must meet credit hours of each CTAG to which you are submitting.

- IV. **[Career Technical (adult and secondary), colleges and universities]** If applicable, have you gathered your Accreditation documents for which you plan to submit? These are the accreditation letter from either NCCER, HVAC Excellence, or PAHRA. A PDF file copy will be submitted via this process.
 - a. If yes, PROCEED. If no, STOP!
- V. **[Career Technical (adult and secondary), Colleges and universities without NCCER or PAHRA accreditation]** For Career-Technical (adult and secondary), colleges and universities without Accreditation, the process is different. Therefore, do you have syllabi for the selected course/s or program/s?

- a. If yes, PROCEED. If no, STOP! Syllabi are needed for the submission process. A guide for syllabus construction can be found at

<http://ct2.securesite.com/CEMS%20Help%20Documents/Syllabus%20Guidance%20-%20March%202011,%202008.pdf>

Syllabi must be in a PDF file format suitable for attaching.

- VI. Does each course have a laboratory or clinical component and are they reflected on your syllabi?
 - a. If yes, PROCEED. If no, STOP! Courses must have associated psychomotor experiences, which are documented.

- VII. **[Career-technical institutions only]** Is your HVAC/R course or program provided to you via an agreement by an organization that is NOT a public college or university?

- a. If yes, **STOP AND GO NO FURTHER.**

Note: Career-technical credit transfer and its statewide credit guarantee is available to students who complete programs provided by public colleges or universities. Programs or courses provided by private entities cannot be used for CT².

- VIII. Are your educational resources (text books, CDs, lab manuals, etc.) current and written by recognized authors?

- a. If yes, PROCEED. If no, STOP!

- IX. Have you answered yes to all previous questions?

- a. If yes, PROCEED to the CEMS production site at <https://atc.regents.ohio.gov/CEMS/login>. At the site you will login and create your course/program inventory and accomplish your match by uploading your Accreditation documents except in the cases of career-technical (adult and secondary), colleges or universities without Accreditation. Follow the directions on each screen by using the Virtual Trainer . . . click the icon on each screen to hear voice prompts.

