

Version #2

## Emergency Medical Technician (all levels)

Career-Technical Credit Transfer (CT<sup>2</sup>)

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 INSTITUTION'S CTAG COORDINATOR OR CT<sup>2</sup> CONTACT?**

**FIND OUT AT <http://regents.ohio.gov/careertechtransfer/resources.html>. Look under CT<sup>2</sup> Coordinators/Contacts**

In order for completers (your students) to receive credit under Career Technical Credit Transfer (CT<sup>2</sup>), 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 CT<sup>2</sup> is available to students from public institutions of education. **See question VI before proceeding.**

**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 accredited programs 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 their EMS accreditation documents. It's that simple.**

**This streamlines the process, saves time, and makes submitting your program under CT<sup>2</sup> much easier. Learn how this is done by answering the following questions.**

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

- I. Have you examined the Emergency Medical Technician (EMT) Career-Technical Assurance Guides (CTAGs) to select which ones coincide with what you offer at your institution? These documents 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://regents.ohio.gov/careertechtransfer/learning_outcomes.html)

<http://ct2.securesite.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. **[Colleges and universities only]** Have you reviewed your curriculum to determine what courses may satisfy the learning outcomes in each 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 each 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 CTAN. 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]** Have you gathered your accreditation documents for each level to which you plan to submit? These are the accreditation documents with effective dates from the State Board of EMS. A PDF copy of the accreditation will be submitted via this process. Note: the documents must clearly state the effective date of your accreditation or when your accreditation expires.
  - a. If yes, PROCEED. If no, STOP!
- V. **[Career-technical institutions only]** Is your EMT course or program provided to you via an agreement by a public college or university? In such cases, you must obtain a PDF file copy of their letter of accreditation to submit via this process.
  - a. If yes, PROCEED. If no, STOP!
- VI. **[Career-technical institutions only]** Is your EMT 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 local fire departments or hospitals (private entities) cannot be used for CT<sup>2</sup>.

- VII. [Career Technical (adult and secondary), colleges, and universities] Does each course have a laboratory or clinical component and are they reflected on your syllabi?
- If yes, PROCEED. If no, STOP! Courses must have associated psychomotor experiences, which are documented.
- VIII. [Career Technical (adult and secondary), colleges, and universities] Are your educational resources (text books, CDs, lab manuals, etc.) current and written by recognized authors?
- If yes, PROCEED. If no, STOP!
- IX. [Career Technical (adult and secondary), colleges, and universities] Have you answered yes to all previous questions?
- 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. Follow the directions on each screen by using the Virtual Trainer . . . click the icon on each screen to hear voice prompts.



*File: EMT Decision Tree for Preparing CEMS Submissions, Version #2*